

## **MVNC Committee Role Responsibilities**

### **President**

Co-ordinate all areas  
Deal with issues, and escalate to committee if unable to do so  
Help with team lists for WCNA/VNA registrations  
Keep in contact with coaches  
Attend training where possible  
Attend game days through all ages (especially finals)  
Attend End of Season functions  
Prepare agenda for meetings  
Prepare agenda for, and host, AGM  
Organise thank you gifts for coaches  
Attend WCNA AGM

### **Secretary**

Co-ordinate all incoming and outgoing mail  
Contact person for WCNA – be up to date on by-laws and regulations  
Create forms as necessary  
Take committee meeting minutes  
Distribute minutes, notices and necessary correspondence to committee (via email or hardcopy)  
Collect notices from control box on Saturdays and deal with appropriately  
Assist with team lists for WCNA/VNA registrations  
Assist with any other areas as may be necessary  
Attend WCNA AGM

### **Treasurer**

The Treasurer is one of the three signatories required to perform bank-related transactions. As per MVNC rules, for any transaction, 2 authorised signatures are required. MVNC has a bank account with MECU. There is a MECU branch at the Glen Shopping Center. MECU also offers online transaction facility.  
Prepare annual financial statement (financial year ending 31 Oct).  
Register club annually with Consumers Victoria (required to maintain club as incorporated).  
Check PO box on a regular basis and renew annually. (PO box is located on O'Sullivan Road, Glen Waverley).  
Manage all club financials – present at each meeting  
Maintain signatories for bank account  
Reimburse expense claims  
Have umpires' payments ready for umpires co-ordinator  
Pay any fines from WCNA

## Training Manager

- Set up netball rings in MVPS gym
- Pack up rings and lock up gym and gate
- Be present at training sessions to supervise coaches and players
- Administer first aid as appropriate

## Net Set Go Co-ordinator

- Set up netball rings in MVPS gym (for NSG training on Mondays)
- Pack up rings and lock up gym and gate
- Be present at training sessions to supervise coaches and players
- Administer first aid as appropriate
- Obtain NSG participant details from Registration Officer and send NSG registration forms to Netball Victoria

## Registration Officer

- Set up TryBooking for each season
- Collect registration fees
- Keep up to date member lists
- Keep up to date team lists
- Create new team list each season for distribution
- Collect fixtures from WCNA, copy and distribute to Umpires Co-ordinator, President, Secretary and all players/coaches
- Assist with WCNA/VNA registrations

## Coach Co-ordinator

- Attract new coaches, support existing coaches and maintain a dynamic volunteer coaching team (currently 21 coaches working directly with our players)
- Help with WCNA/VNA registrations
- Ensure coaches receive appropriate training, assistance and information
- Update or organise courses through WCNA
- Represent coaches at committee meetings
- Role is best suited to a member of the coaching team. Time commitment: 2-3 hours per week.*

## Umpires Co-ordinator

- Prior to start of season contact all club umpires and ensure availability
- Once fixtures are received, complete umpires list and return to WCNA by due date
- Organise weekly umpiring schedule for all teams
- Work with WCNA umpires co-ordinator to identify and develop Mount View's umpires
- Seek new umpires and arrange training
- Be up to date with umpiring changes – be aware of the rules of the game and association
- Keep detailed record of all umpires
- Advise Treasurer of money needed to pay umpires
- Pay umpires
- Time commitment: 4-6hrs per season*

#### Uniform Co-ordinator

Keep check on all stock, re-order as necessary  
Keep detailed records and receipts for uniforms sold  
Liaise with Treasurer re outstanding payments

#### Trophy Co-ordinator

Organise trophies for end of season presentations

#### Equipment Co-ordinator

Procure and maintain team equipment kits, including balls, bibs, first aid kits and other accessories

#### Communications Co-ordinator

Send email newsletters on a regular basis to all club members  
Maintain currency of information on MVNC website and Facebook page  
Maintain up to date email address list

#### Social Co-ordinator

Organise mid-year and end of year presentation nights  
Organise other social events such as movie nights and BBQ fundraisers for the club  
Create new social events for the players  
*Time commitment: 10hrs per season*