

Club Operations Position Descriptions

The following positions support the management committee with the day to day running of the club and play a vital role in continued growth and development of Pink Magic Netball Club.

All roles require the following:

- Hold a current blue card or be able to obtain one within a reasonable time of accepting the position
- Abide by the Pink Magic rules, by-laws, code of behaviour, policies and procedure
- Abide by Pink Magic non-disclosure policy
- Strong written and oral communication skills including the ability to effectively liaise players, parents/carers, officials, administrators and effective people management skills
- Knowledge of good governance practices
- The ability to separate personal and club interests, and act in the best interests of the club at all times whilst in the assigned role

Coaching Convenor

Foster the growth, development and raise the standard of Pink Magic coaches.

Ensure the management, and support personnel involved in coaching for Pink Magic Netball Club.

Responsibilities and Duties

- Mentor and provide feedback to club coaches
- Forward photos, upcoming events and general news to social media officer as required
- In conjunction with Moddies Convenor, organise coaching development programs at the club
- Prepare and submit a written report for submission to management committee meetings as required
- Attend RNA Coaching Coordinators meetings as required
- Attend club meetings as required by the management committee
- Promptly attend to agreed actions arising from committee meetings
- Keep a record of accredited coaches who are members of the club and forward to the Secretary on an ongoing basis to ensure up-to-date records are maintained
- In consultation with the Operations Manager and Moddies Convenor prepare a list of potential coach appointments for approval by the management committee
- Prepare an annual budget relating to anticipated coaching activities for the ensuing year and submit the budget to the management Committee for consideration
- Prepare a report to be given to the Secretary for inclusion in the annual report to be presented at the annual general meeting

Other Requirements

- Foundation Coaching Accreditation
- Coaching General Principles Certificate

The estimated time commitment required as the Coaching Convenor is hours 4 per week

Moddies Convenor

Help develop and grow skills of Moddies coaches and players and help provide all with the best safe, fun sporting experience possible

Responsibilities and Duties

- Mentor, monitor and provide feedback to moddies coaches
- Prepare development guidelines to ensure training sessions are educational, fun and enjoyable for all

- Host a NSG beginner program for new players in the off season if required
- Forward photos, upcoming events and general news to social media officer as required
- In conjunction with Coaching Convenor, organise coaching development programs at the club
- In consultation with the Operations Manager and Moddies Convenor prepare a list of potential coach appointments for approval by the management committee
- Attend RNA NSG coordinators meetings as required
- Prepare and submit a written report as required for submission to management committee meetings
- Attend club meetings as required by the management committee
- Promptly attend to agreed actions arising from committee meetings
- Prepare an annual budget relating to anticipated modified activities for the ensuing year and submit the budget to the management Committee for consideration
- Prepare a report to be given to the Secretary for inclusion in the annual report to be presented at the annual general meeting

Other Requirements

- Foundation Coaching Accreditation
- Coaching General Principles Certificate

The estimated time commitment required as the Club Moddies Convenor is hours 3 per week

Umpiring Coordinator

Umpire allocation management, and support personnel involved in umpiring for Pink Magic Netball Club.

Responsibilities and Duties

- Be responsible for organising practical assessments for candidates wishing to obtain association or national badges
- Oversee umpiring allocations for weekly fixture games and carnivals
- Forward photos, upcoming events and general news to social media officer as required
- Ensure all umpiring related financial transactions including umpiring payments are recorded and actioned in accordance with the Treasurer's instructions
- Maintain up to date record keeping, including bank details and accreditations
- Attend RNA umpire coordination meetings as required
- Attend club meetings as required by the management committee
- Promptly attend to agreed actions arising from committee meetings
- Prepare and submit a report for submission to management committee meetings
- Prepare an annual budget relating to anticipated umpiring costs for the ensuing year and submit the budget to the management committee for consideration
- Prepare a report to be given to the Secretary for inclusion in the annual report to be presented at the annual general meeting

Other Requirements

- Association Umpiring Badge (optional)
- Understanding of the umpiring needs of the club

The estimated time commitment required as the Club Umpiring Coordinator is hours 3 per week

Uniform Convenor

The procurement, stock management and sales of all clothing and merchandise sold by the club. Maximize the revenue and sales of club related clothing and merchandise.

Responsibilities and Duties

- Source products to be sold by the club and liaise with clothing and merchandise suppliers as required
- Forward photos, upcoming events and general news to social media officer as required
- Maintain a list of current clothing suppliers and their contact details, including trading terms and ordering time frames.
- Maintain a list of sold clothing and merchandise, minimize and manage the unsold stock (ensuring it does not become lost or obsolete).
- Review clothing and merchandise sold in the previous year, ensuring its suitability for the upcoming season
- Provide the management committee with recommendations for all clothing and merchandise for the coming season

- Ensure all uniform related financial transactions are recorded and actioned in accordance with the Treasurer's instructions
- Prepare and submit a written report for submission to management committee meetings
- Attend club meetings as required by the management committee
- Promptly attend to agreed actions arising from committee meetings
- Undertake at the end of season a stocktake of the remaining clothing and merchandise
- Prepare a report to be given to the Secretary for inclusion in the annual report to be presented at the annual general meeting including unsold clothing and merchandise.

The estimated time commitment required as the Club Uniform Convenor is 2 hours per week

(Please note role will require additional hours at start of the season)

Registrar

To ensure the professional management and registration of all members of the club

Responsibilities and Duties

- Prepare a registration list of all players, coaches, umpires and non-playing members to be submitted to the RNA
- Check all members are registered with Netball Queensland
- Keep a record of all playing and non-playing members of the club and forward to the Treasurer on an ongoing basis to ensure up-to-date records are maintained
- Maintain a register of all members past and present of the club including contact details of Life Member nominations
- Prepare and submit a written report as required for submission to management committee meetings as required
- Attend club meetings as required by the management committee
- Promptly attend to agreed actions arising from committee meetings
- Prepare a report to be given to the Secretary for inclusion in the annual report to be presented at the annual general meeting

The estimated time commitment required as the Registrar is 10 hours at season start

Social Media Coordinator

Promote Pink Magic activities and information through club social media platforms

Responsibilities and Duties

- Understand the key social, fundraising and club activities that will take place throughout the year and develop strategies to support and promote each activity
- Determine which social media platforms best suit the achievement of club goals and objectives
- Actively update the club's different social media platforms throughout the week during the season (posting photo's, updating scores, results, injuries, achievements and milestones etc)
- Promote sponsors, especially promoting special offers from sponsors to members monthly
- Collaborate with all teams of the club to ensure their message and stories are being continually promoted and communicated.
- Maintain a list of current members who have administration access to club social media platforms
- At season's end review the list of people who have access to club's social media sites and remove access for those you no longer wish to have access to the club's social media sites
- Prepare and submit a written report for submission to management committee meetings
- Attend club meetings as required by the management committee
- Promptly attend to agreed actions arising from committee meetings
- Prepare a report to be given to the Secretary for inclusion in the annual report to be presented at the annual general meeting

The estimated time commitment required as the Club Social Media Officer is 2 hours per week

Equipment Coordinator

Coordinate the distribution, collection and maintenance of the club equipment and assets

Responsibilities and Duties

- Maintain an up to date register of all equipment including damaged and unusable items
- Stocktake all equipment and submit a list of new equipment required to the management committee
- Ensure all equipment related financial transactions are recorded and actioned in accordance with the Treasurer's instructions
- Prepare and submit a report as required for submission to management committee meetings
- Attend club meetings as required by the management committee
- Promptly attend to agreed actions arising from committee meetings
- Prepare an annual budget relating to anticipated equipment and assets for the ensuing year and submit the budget to the management committee for consideration

The estimated time commitment required as the Equipment Coordinator is 4 hours at season start and 4 hours at season's end

Fundraising Coordinator

Plan and implement fundraising activities to support the professional operation of the Pink Magic Netball club

Responsibilities and Duties

- Develop a fundraising strategy for approval by the Management Committee
- Organise fundraising activities approved by the Management Committee and keep the committee informed of all fundraising matters
- Forward photos, upcoming events and general news to social media officer as required
- Liaise with local businesses regarding contributions for raffles and maintain an up-to-date database of contributing organisations and individuals for appropriate recognition at the end of each season
- Oversee the preparation of rosters for volunteers assisting with fundraising activities
- Supervise the collection and receipting of all monies raised and reconcile.
- Ensure all fundraising related financial transactions are recorded and actioned in accordance with the Treasurer's instructions for audit
- Maintain records of donations received and successful fundraisers for future reference
- Have a good working knowledge of legal issues relating to fundraising activities
- Prepare and submit a written report for submission to management committee meetings as required
- Attend club meetings as required by the management committee
- Promptly attend to agreed actions arising from committee meetings
- Prepare an annual budget relating to anticipated fundraising activities for the ensuing year and submit the budget to the management Committee for consideration
- Prepare a report to be given to the Secretary for inclusion in the annual report to be presented at the annual general meeting

The estimated time commitment required as the Fundraising Coordinator is 3 hours per activity

Events Coordinator

Plan and implement events and activities to support Pink Magic Netball club.

Responsibilities and Duties

- Oversee the preparation of rosters for volunteers assisting with events and activities
- Forward photos, upcoming events and general news to social media officer as required
- Liaise with the fundraising coordinator on the timing of events and fundraising activities
- Supervise the collection and receipting of all monies raised and reconcile.
- Ensure all event related financial transactions are recorded and actioned in accordance with the Treasurer's instructions and maintain appropriate fundraising records as required by the Treasurer and Auditor
- Maintain records of donations received and successful events for future reference
- Prepare and submit a written report for submission to management committee meeting as required

- Attend club meetings as required by the management committee
- Promptly attend to agreed actions arising from committee meetings
- Prepare an annual budget relating to anticipated events for the ensuing year and submit the budget to the management committee for consideration
- Prepare a report to be given to the Secretary for inclusion in the annual report to be presented at the annual general meeting

The estimated time commitment required as the Event Convenor is approximately 3 hours per event

Sponsorship Coordinator

Grow club sponsors and be point of contact for current club sponsors

Responsibilities and Duties

- Submit sponsorship proposals for approval by the management committee
- Actively seek new potential sponsors
- Maintain a record of all sponsors details
- Invite current and prospective sponsors to events
- Ensure that sponsors receive maximum promotional exposure to maximise the sales potential for sponsors
- Arrange for advertising of sponsors through club social media platforms
- Forward photos, upcoming sponsor offers and general news to social media officer as required
- Plan and coordinate an annual sponsor recognition day and invite all sponsors
- Prepare and submit a written report for submission to management committee meetings
- Attend club meetings as required by the management committee
- Promptly attend to agreed actions arising from committee meetings
- Prepare a report to be given to the Secretary for inclusion in the annual report to be presented at the annual general meeting

The estimated time commitment required as the Sponsorship Coordinator is approximately 1 hour per

PLEASE NOTE: Most operational roles will require additional hours at the start of the season

Committee and Operations Support Roles

Website Manager

Maintain and update the club website

Duty Roster Coordinator

Oversee and coordinate the preparation of rosters for volunteers assisting with RNA club duty and fundraising activities

The estimated time commitment required for this role is approximately 2 hours twice per season

Carnival Coordinator

In conjunction with coaches and managers organise volunteers to help with duties on the day.

The estimated time commitment required for this role is 2 hours twice per season