

## Example Job Descriptions

### CHAIRMAN

The Chairman shall:

Be responsible for the Committee in managing the affairs of the club/league.

Take the chair at Committee Meetings.

Guide the course of the Committee's deliberations towards fulfilling its avowed aims.

Liaise with the Secretary on the Agenda for each Meeting and to approve the Minutes before they are circulated.

Be completely familiar with the Constitution and Bye Laws and EN Constitution and Bye Laws; the general rules for Committee procedure; the current affairs and business in hand.

Co-ordinate the work of all the Officers.

Be responsible in conjunction with the Secretary, for the presentation of the Annual Report.

If unable to attend any Committee Meeting a written report should be sent to the Meeting and the Vice Chairman briefed on the Agenda.

### VICE CHAIRMAN

The Vice Chairman shall:

Take the chair at Meetings when the Chairman is unable to attend and also at times when the Chairman wishes to speak and take part in discussion.

Support the Chairman and undertake whatever part of the Chairman's work is assigned to her/him.

### SECRETARY

The Secretary shall:

Liaise with the Chairman on the Agenda and Minutes for each Meeting before they are circulated.

Liaise with the Chairman as and when appropriate.

#### ANNUAL GENERAL MEETING

Send a letter to all members requesting that any proposed alteration to the Constitution or Bye Laws that any Member wishes to make at the Annual General Meeting of that year must be sent to the Secretary twenty eight days before the Meeting.

Prepare the Annual Report to be submitted to the Members at the Annual General Meeting.

Circulate any relevant information received from EN to Members of the Committee where necessary.

Distribute the Club Handbook to Committee members and other appropriate people.

Distribute any other relevant information to Committee Members and appropriate people.

Deal with any netball enquiries and necessary correspondence and notify EN of any changes that are required in the EN Handbook.

Keep the Club's Terms of Reference up to date.

If unable to attend any Meeting, arrange for correspondence to be sent to the Meeting.

## TREASURER

The Treasurer shall:

Be responsible for the management of the Club's finances in accordance with the decisions of the Committee and have the right to query any expenditure.

Recommend action on financial matters to the Committee.

Present a written financial report to all meetings of the Committee.

Present an Annual Report and an Audited Balance Sheet at the Club's Annual General Meeting. Recommend a bank and, if necessary, other organisations for the deposit of monies and recommend the auditors.

Be responsible for all monies belonging to the..... Club.

Request and receive Club monies from the members of the Club.

Make arrangements with the Team Manager for the control of monies for the Squad including a bank account, fees, expenses payments, etc.

Be available to attend any other meetings in an advisory capacity.

Disburse monies upon the order of the Committee as follows:

Petty Cash to Committee members

Gratuities

Honorarium

Payment for facilities

Renew insurances annually

If unable to attend Committee Meetings ensure that a written report is sent.

## UMPIRING SECRETARY

The Umpiring Secretary shall:

Be responsible and make recommendations for umpiring within the Committee.

No policy decision may be taken until approval is received from the Committee.

Be responsible for the implementation of the umpiring aspects of the club umpires, testers and tutors.

Arrange or liaise with Counties the training of umpires in preparation for EN awards.

Submit candidates for testing of the EN awards.

Liaise with the Treasurer over fees, expenses and other finance matters.

Maintain an up-to-date record of all qualified umpires in the club.

Produce estimates of future umpiring courses to assist in finance planning taking into account all sources of finance.

Produce a written report at the Committee Meetings. If unable to attend, the report must be sent to the Secretary.

## COACHING SECRETARY

The Coaching Secretary shall:

Be responsible, and make recommendations for Coaching within the Club. No policy decisions may be taken until approval is received from the Committee.  
Be responsible for the implementation of the coaching aspects of Club's Development Plan including coaches, testers and tutors.  
Arrange or liaise with Counties the training of coaches in preparation for EN Coaching awards.  
Submit candidates for testing of Coaches for EN awards.  
Liaise with the Treasurer over fees, expenses and other monies.  
Maintain an up-to-date record of all qualified Coaches in the Club.  
Produce estimates of future coaching courses to assist in financial planning, taking into account all sources of finance.  
Produce a written report at the Committee Meetings. If unable to attend, send it to the Secretary.

#### PUBLICITY OFFICER

The Publicity Officer shall:

Be responsible for publicising the Club, its events and members through the media.  
Liaise with the Chairman in promoting the Club.  
Build a list of local media contacts and liaise with the Events Officer over possible sponsors.  
Produce news releases of any Club events and produce articles as relevant.  
Send results and anything else of interest to National press and / or local press as relevant.  
Invite the local press to events.  
Keep a record of press cuttings, radio mentions and T.V. programmes.  
If unable to attend the Committee Meeting, send a written report to the Secretary.

#### EVENTS AND FUND RAISING OFFICER

The Events and Fund Raising Officer shall:

Be responsible for and submit recommendations for fund raising activities to the Committee. No policy decisions may be taken until approval is received from the Committee.  
Liaise with the Treasurer on financial planning for the Club to ensure adequate funds are generated.  
Organise all fund raising activities in the Club including Indoor Evenings - delegate where necessary.  
If unable to attend the Committee Meeting ensure that a written report is sent to the Secretary.

#### DEVELOPMENT OFFICER

The Development Officer shall:

Be responsible for the development of all aspects of and gain approval from the Committee for implementing any changes.

Be responsible for the overall implementation of the Development Plan, either directly or through the relevant Officers.

Liaise with County Development Officers.

Liaise with the Treasurer over all monies involved in development projects.

Maintain a record of all development projects and their results.

Submit a written report at the Committee Meetings. If unable to attend send to the Secretary.

#### MINUTING SECRETARY

The Minuting Secretary shall:

Take Minutes at all Annual General Meetings and Committee Meetings.

Send draft Minutes of Annual General Meetings and Committee Meetings to the Chairman and Secretary for clearance.

Type the Minutes within one month of the Meeting and send to Secretary for distribution.

#### TEAM MANAGER

The Team Manager shall:

Be responsible to the Committee and attend their Meetings. The Team Manager will be appointed by the Committee and hold office for two years.

Liaise with the Club Coaches and Events and Fund Raising Officer where the teams are involved.

Make arrangements for matches and tournaments in conjunction with the Coaches, Umpiring Secretary and Treasurer.

Act as hostess at matches.

Deal with any contingency on the day of the match.

Collect in match refreshments money, away travelling expenses, training fees and liaise with the Treasurer about all monies concerning the Squads.

Supervise distribution and care of kit and equipment.

Be responsible for issuing necessary information to players. Check that players are affiliated to EN, correctly registered and have their affiliation cards at Tournaments and Trials.

Submit a written report at the Committee Meetings. If unable to attend, send report to Secretary.

#### COACHES

The Coaches shall:

Be responsible for the coaching of their respective Squad.

Arrange practices as necessary in liaison with the Team Manager and attend matches and tournaments.

Be represented, through the Team Manager on the Committee.

Liaise with the Team Manager on matters pertaining to the Squads.

Be a member of the Squad Selection Panel.

The Senior Coach will be responsible for the general direction of coaching policy and in discussion with the Under 21 Coach, create training programmes as necessary.

Be selected by the Committee and hold office for one year.

## PHYSIOTHERAPIST

The Physiotherapist shall:

Be physiotherapist to the Squads.

Attend:

Trials

Practice prior to an Event

Matches and Spotlights (Home)

Other Tournaments and demonstrations (Away) as relevant

Receive expenses for travel, accommodation and equipment, as used for the above events except for away tournaments and demonstrations where the hosts are usually responsible. The Club may still cover these expenses by exception.

Liaise with the Team Manager who shall be responsible for collection of money for equipment used on the players (100%) and reimbursing the physiotherapist.

Be a member of the Squad