



Department of
Sport and Recreation



POSITION DESCRIPTION – Association President

Organisation:	Mandurah Netball Association
Job Title:	President of <i>Mandurah Netball Association</i>
Position Type:	Voluntary – Honorarium annually
Reports to:	Committee members of <i>Mandurah Netball Association</i> Membership Coordinator - Peel Netball WA
Currently filled by:	
Commencement date:	
End date:	
Time Commitment:	One Year

POSITION REQUIREMENTS

Purpose

- The principal leader of *Mandurah Netball Association* with the overall responsibility of the Association's Administration.

Knowledge/Skills

- Good communication skills
- Friendly and caring attitude
- Effective delegation skills
- Is well informed of all Association activities
- Is aware of the future directions and plans of the Association
- Understanding of the Association's Policies/Procedures/Constitution/By-Laws
- Is a supportive leader for all Association members
- Can maintain confidentiality
- IT competency – familiar with basic operating systems, Microsoft Office, MyNetball, internet and email

RESPONSIBILITIES AND DUTES

- Provide leadership and direction to Committee members in the execution of their duties
- Work with the Committee to ensure the ongoing operation of the Association
- Work with the Committee to foster the development and growth of the Association, its Clubs and members
- To set dates and call meetings for the Association
- Chair meetings of the Committee
- Develop and manage Association's sponsorship deals as necessary and apply for relevant grants
- Update and maintain compliance with the Association's Constitution and By-Laws
- Resolve issues that arise with or between members
- Ensure Committee position descriptions are relevant and current leading into an AGM
- Attend Region meetings as required



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- Be responsible for sponsorship within the association
- Be responsible for Human resources within the association
- Be a role model and have appropriate public relations skills to work with council members, business members, regional netball members and Netball WA
- Represent the association at all meetings deemed appropriate by the Committee
- Ensuring the grounds are well maintained at that any appropriate issues concerning the grounds are dealt with promptly
- Attend as many carnivals and Association events as possible to promote our association and support our players, coaches, managers, clubs, umpires and parents and spectators

ADDITIONAL INFORMATION

Required Checks:

- Proof of Identity
- Reference Check
- Working With Children Check
- Volunteer Police Clearance

The opportunity to:

- Work as part of team dedicated to the growth and development of *Mandurah Netball Association*
- Meet and network with other volunteers and industry professionals
- Have input into the goals and objectives of *Mandurah Netball Association*
- Use one's skills in a positive and engaging way

Reimbursement of Out-of-Pocket Expenses
(subject to advance authorization and presentation of receipts)

For further information regarding this position please contact

Mandurah Netball Association

Email : mna@bigpond.net.au

Phone : 089581 5054

Please note the Office is only attended Monday and Friday from 10am-2pm