

CALOUNDRA DISTRICT NETBALL CLUB

EXECUTIVE, COMMITTEE & SUBCOMMITTEE POSITION DESCRIPTIONS

Category:	Communication and Consultation	Version:	2024.2
Effective From:	3/9/2024	Next Review:	August 2026

Contents

Contents	2
1. PRESIDENT	3
2. VICE PRESIDENT	5
3. SECRETARY	7
4. TREASURER.....	9
5. JUNIOR REGISTRAR	11
6. NIGHT CONVENOR	13
7. COACHING CONVENOR.....	15
8. UMPIRING CONVENOR	17
9. REPRESENTATIVE CONVENOR	19
10. CO-ORDINATORS / OFFICERS.....	22
10.01 MEMBER PROTECTION OFFICER.....	22
10.02 NET PROGRAM COORDINATOR.....	24
10.03 MEDIA OFFICER	26
10.04 FUNDRAISING / SPONSORSHIP OFFICER.....	27
10.05 SENIOR REPRESENTATIVE OFFICER	29
10.06 JUNIOR REPRESENTATIVE OFFICER	31
10.07 REPRESENTATIVE FINANCIAL OFFICER	33
10.08 PARENT/CARER LIAISON OFFICER	34
10.09 REPRESENTATIVE UNIFORM OFFICER	36
10.10 CARNIVAL COORDINATOR.....	38
11. SUB-COMMITTEES.....	40
11.01 JUNIOR GRADING SUB-COMMITTEE	40
11.02 REPRESENTATIVE SUB-COMMITTEE	40
11.03 GRIEVANCE SUB-COMMITTEE	40
11.04 CARNIVAL SUB-COMMITTEE.....	41

1. PRESIDENT

POSITION DESCRIPTION – President	
Position Type:	Volunteer Executive Member
Hours:	Approximately 10-15 hours per week plus attendance at junior competition and carnival days as required and special project work as required
Reports to:	CDNA Executive and members of the association
TERM	
Commencement Date:	Annual General Meeting in the year of election or appointment
Time Frame:	Must be available for a two-year term
KEY OBJECTIVES – ROLES AND RESPONSIBILITIES	
KEY OBJECTIVE: To act as a leader representing the organisation and oversee (in consultation with all relevant parties) the delivery of the outcomes of the association KEY ROLES AND RESPONSIBILITIES • Abide by the Constitution, By-laws, Policies and Codes of Behaviour of the Association at all times. • Represent the Association in a professional, positive and appropriate manner • Attend meetings of the association and the CDNA Executive and ensure meetings are conducted in an orderly manner and in accordance with the rules of the association • Preside as Chair at general meetings and, in doing so, ensure that all business is conducted in a proper manner in accordance with the Associations' constitution, bylaws and standing orders • Assist the CDNA Executive to prioritise the goals (consistent with the views of members and the needs of the organisation) and lead the Executive to achieve those goals • Oversee and, where needed, direct paid employees • Attend Netball Queensland Meetings as required • Attend Association events, where possible • Have a good working knowledge of the Association's constitution, By-Laws, policies and procedures and the duties of all office holders and any subcommittees • Act as Ex-Officio on all committees and sub-committees • Maintain a positive, forward-thinking approach to the growth and development of the association, through the implementation of good governance, an up-to-date constitution and updated policies and procedures • Deal with disciplinary matters in accordance with the Association's codes of conduct and policies • Delegate tasks to suitable Executive personnel as necessary • Ensure CDNA Executive members understand the requirements of their roles and assist them to fulfil expectations • Offer development training and monitor the performance of Executive members • Ensure a high standard of volunteer management practices are maintained • Monitor grant opportunities and oversee grant applications to support the vision of the Association • In consultation with appropriate CDNA Executive oversee the preparation of a yearly budget • In conjunction with the Treasurer and Vice-Presidents review budget bi-monthly • Oversee fundraising/sponsorship opportunities for the association and representative programs. • Maintain a strong working relationship with all CDNA stakeholders • Prepare, in conjunction with the Secretary and Office Administrator, the Annual Report of the organisation • Present a report at the Annual General Meeting of the association • In conjunction with the Executive and relevant stakeholders formulate and review the CDNA Strategic Plan • Must be available for Saturday Junior Competition control desk roster and Night Competition desk if required.	

QUALIFICATION REQUIREMENTS	
• Hold a current blue card or exemption, or willing to apply for a current volunteer “working with children” check • Agree to undergo a criminal history check as per Netball Queensland’s affiliation requirements • Sign a confidentiality agreement • Must be a registered member of Netball Queensland	
SKILL REQUIREMENTS AND RELEVANT EXPERIENCE	
• Experience and/or proven ability to fill a management role suitable for a not-for-profit, volunteer-based association, including a good understanding of the need for planning, administration needs and the ability to liaise with the CDNA Executive and association members • High standard of oral communication, including good listening skills and the ability to speak in public • High standard of written communication, interpersonal and effective people management • Good project management skills • High level of understanding of the communication needs of the association to allow continual development • Willingness to obtain an understanding of the legal, financial, ethical and moral requirements of the CDNA Executive and current issues • Competent computer skills – Microsoft Office • Knowledge of good governance practices • Ability to separate personal and club interests and association matters, and act in the best interest of the association at all times whilst in the assigned role.	
INTERACTION: The position will be expected to interact with the following key stakeholders and individual positions:	
CDNA Executive Association subcommittees and working groups CDNA Employees State and local government agencies	Netball Queensland Affiliated clubs and their members other association personnel General public

2. VICE PRESIDENT

POSITION DESCRIPTION – Vice President	
Position Type:	Volunteer Executive Member
Hours:	Approximately 10 hours per week plus attendance at junior competition and carnival days as required and special project work as required
Reports to:	CDNA Executive and members of the association
TERM	
Commencement Date:	Annual General Meeting in the year of election or appointment
Time Frame:	Must be available for a two-year term
KEY OBJECTIVES – ROLES AND RESPONSIBILITIES	
KEY OBJECTIVE To assist the President to achieve the objects of the association and to ensure its general wellbeing. Act as a leader representing the organisation and oversee (in consultation with all relevant parties) the delivery of the outcomes of the association. In the absence or incapacity of the President, exercise all powers, authorities and duties of the President KEY ROLES AND RESPONSIBILITIES • Abide by the Constitution, By-laws, Policies and Codes of Behaviour of the Association at all times. • Represent the Association in a professional, positive and appropriate manner • Attend meetings of the Association and assist the President to ensure meetings are conducted in an orderly manner and in accordance with the rules of the association • Assist the CDNA Executive to prioritise its goals (consistent with the views of members and the needs of the organisation) and lead the Committee to achieve those goals • In conjunction with the President, oversee and where needed direct paid employees • Attend Netball Queensland Meetings as required • Attend Association events where possible • Have a good working knowledge of the Association's constitution, by-laws, policies and procedures and the duties of all office holders and any subcommittees • Maintain a positive, forward-thinking approach to the growth and development of the association, through the implementation of good governance, an up-to-date constitution and updated policies and procedures • Assist the President to deal with complaints and disciplinary matters in accordance with the Association's codes of conduct and policies. • Delegate tasks to suitable personnel as necessary • Assist the President to ensure CDNA Executive members understand the requirements of their roles and assist them to fulfil expectations • Assist the President to ensure a high standard of volunteer management practices are maintained • Assist the President to monitor grant opportunities and oversee grant applications to support the vision of the Association • In conjunction with the Representative Convenor and Representative Fundraising/Sponsorship Office seek sponsorship opportunities for the association and representative programs. Oversee the sponsorship application and coordinate required purchases, once approved and paid. • In conjunction with the Treasurer and President review budgets bimonthly • In conjunction with the President and Treasurer, ensure perpetual trophies and competition trophy's/medallions are ordered. • Maintain a strong working relationship with all CDNA Stakeholders • Must be available for Saturday Junior Competition control desk roster and Night Competition if required	

QUALIFICATION REQUIREMENTS	
• Hold a current blue card or exemption, or willing to apply for a current volunteer “working with children” check • Agree to undergo a criminal history check as per Netball Queensland’s affiliation requirements • Sign a confidentiality agreement • Must be a registered member of Netball Queensland	
SKILL REQUIREMENTS AND RELEVANT EXPERIENCE	
• Experience and/or proven ability to fill a management role suitable for a not-for-profit, volunteer-based association, including a good understanding of the need for planning, administration needs and the ability to liaise with the CDNA Executive and association members • High standard of oral communication, including good listening skills and the ability to speak in public • High standard of written communication, interpersonal and effective people management • Good project management skills • High level of understanding of the communication needs of the association to allow continual development • Willingness to gain an understanding of the legal, financial, ethical and moral requirements of the CDNA Executive and current issues • Knowledge of good governance practices • The ability to separate personal and club interests and association matters, and act in the best interest of the association at all times whilst in the assigned role	
INTERACTION: The position will be expected to interact with the following key stakeholders and individual positions:	
CDNA Executive	Netball Queensland
Association subcommittees and working groups	Affiliated clubs and their members other
CDNA Employees	association personnel
State and local government agencies	General public

3. SECRETARY

POSITION DESCRIPTION – Secretary	
Position Type:	Volunteer Executive Member
Hours:	Approximately 5-10 hours per week, plus attendance at junior competition and carnival days as required
Reports to:	CDNA Executive and members of the association
TERM	
Commencement Date:	Annual General Meeting in the year of election or appointment
Time Frame:	Must be available for a two-year term
KEY OBJECTIVES – ROLES AND RESPONSIBILITIES	
KEY OBJECTIVE To ensure the professional management of association documentation, correspondence and meeting minutes. KEY ROLES AND RESPONSIBILITIES • Abide by the Constitution, By-laws, Policies and Codes of Behaviour of the Association at all times. • Represent the Association in a professional, positive and appropriate manner • Attend meetings of the Association and the CDNA Executive and carry out directions given at such meetings • Ensure all meetings of the association are called as per the Association's Constitution. • Ensure the agenda is prepared with the business to be conducted at meetings • Ensure minutes of meetings are kept and distributed • Ensure copies of all correspondence and other documentation relating to the association are kept • Ensure that CDNA Executive member's details are updated after the AGM and are distributed to NQ, clubs, Office of Fair Trading and others as required • Ensure an updated contact list of Executive, Clubs and Life Members is maintained • Attend CDNA Executive and general meetings • Convene special general meetings as required • Ensure that records and files of all association business are maintained • Ensure that approved changes to By-laws are maintained with dates they were approved • Receive nominations for Executive and life membership • Ensure club affiliation forms are distributed • Must be available for Saturday Junior Competition control desk roster	
QUALIFICATION REQUIREMENTS	
• Hold a current blue card or exemption, or willing to apply for a current volunteer "working with children" check • Agree to undergo a criminal history check as per Netball Queensland's affiliation requirements • Sign a confidentially agreement • Must be a registered member of Netball Queensland	

SKILL REQUIREMENTS AND RELEVANT EXPERIENCE	
• Experience and/or proven ability to fill a management role suitable for a not-for-profit, volunteer-based association, including a good understanding of the need for planning, administration needs and the ability to liaise with the CDNA Executive and association members • High standard of oral communication, including good listening skills • High standard of written communication, interpersonal and effective people management skills and effective people management skills • Good project management skills • Willingness to obtain a high level of understanding of the administrative needs of the association • Willingness to obtain an understanding of the legal, financial, ethical and moral requirements of the CDNA Executive and current issues • Knowledge of good governance practices • The ability to separate personal and club interests and association matters, and act in the best interests of the association at all times whilst in the assigned role	
INTERACTION: The position will be expected to interact with the following key stakeholders and individual positions:	
CDNA Executive Association subcommittees and working groups CDNA Employees State and local government agencies	Netball Queensland Affiliated clubs and their members other association personnel General public

4. TREASURER

POSITION DESCRIPTION – Treasurer	
Position Type:	Volunteer Executive Member
Hours:	Approximately 5-10 hours per week (maybe more during busy periods) plus attendance at junior competition and carnival days as required.
Reports to:	CDNA Executive and members of the association
TERM	
Commencement Date:	Annual General Meeting in the year of election or appointment
Time Frame:	Must be available for a two-year term
KEY OBJECTIVES – ROLES AND RESPONSIBILITIES	
KEY OBJECTIVE To support the CDNA Executive in maintaining high standard of financial record keeping, policy implementation and communication within the association. KEY ROLES AND RESPONSIBILITIES • Abide by the Constitution, By-laws, Policies and Codes of Behaviour of the Association at all times. • Represent the Association in a professional, positive and appropriate manner • Attend and provide suitable reports at meetings of the association as required. • Provide effective financial management and investment to ensure the future financial stability and growth • Be responsible for leading and managing any bookkeeping or accounting personnel • Provide relevant financial information to members as requested. • Monitor income and expenditure to ensure the CDNA Executive, committee and sub-committees maintain budgetary restraints and relevant processes. • Ensure financial reports and statements are sent to relevant authorities in accordance with the constitution and government regulations • In conjunction with the CDNA Executive Members develop and monitor the annual budget. • Ensure that information needed to conduct the annual audit is provided to the accountant/auditor • Oversee fees, levies and payments of the association • Oversee weekly BBQ takings in collaboration with the Representative Convenor, and/or Representative Subcommittee official and prepare such money for banking • Process staff wages and umpire fees • Ensure receipts for any cash payments are issued and prepare such money for banking • Present the audited profit and loss statement and balance sheet to the Annual General Meeting of the association • In conjunction with the President, ensure perpetual trophies and competition trophy's/medallions are ordered. • Maintain treasurer email inbox • May be required for Saturday Junior Competition control desk roster and Night Comp desk.	
QUALIFICATION REQUIREMENTS	
• Hold a current blue card or exemption, or willing to apply for a current volunteer “working with children” check • Agree to undergo a criminal history check as per Netball Queensland’s affiliation requirements • Sign a confidentially agreement • Must be a registered member of Netball Queensland • Formal bookkeeping, accounting qualifications (desirable) or relevant business or industry experience	

SKILL REQUIREMENTS AND RELEVANT EXPERIENCE	
• Experience and/or proven ability to fill a management role suitable for a not-for-profit, volunteer-based association, including a good understanding of the need for planning, administration needs and the ability to liaise with the CDNA Executive and association members • High standard of oral communication, including good listening skills and the ability to speak in public • High standard of written communication, interpersonal and effective people management • Ability to acquire a high level of understanding of the financial management needs of the association • Ability to acquire and understanding of the legal, financial, ethical and moral requirements of the CDNA Executive and current issues • An understanding of accounting and a working knowledge of the laws governing the Association's operation, including some knowledge of good governance practices • Competent computer skills – Netball Connect, Accounting Packages and Microsoft Office • An ability to separate personal and club interests and association matters, and act in the best interest of the association at all times whilst in the assigned role	
INTERACTION: The position will be expected to interact with the following key stakeholders and individual positions:	
CDNA Executive Association subcommittees and working groups CDNA Employees State and local government agencies	Netball Queensland Affiliated clubs and their members other association personnel General public

5. JUNIOR REGISTRAR

POSITION DESCRIPTION – Junior Registrar	
Position Type:	Volunteer Executive Member
Hours:	Approximately 10-15 hours per week, at the beginning of the season and reduces once the junior season commences. Plus, attendance at carnival days.
Reports to:	CDNA Executive and members of the association
TERM	
Commencement Date:	Annual General Meeting in the year of election or appointment
Time Frame:	Must be available for a two-year term
KEY OBJECTIVES – ROLES AND RESPONSIBILITIES	
KEY OBJECTIVE To ensure the professional management of all junior competitions and carnivals of the association, and the registration of all members of the association. KEY ROLES AND RESPONSIBILITIES • Abide by the Constitution, By-Laws, Policies and Codes of Behaviour of the Association at all times. • Attend all meetings of the Association wherever possible and carry out all directions given at such meetings. • Coordinate court bookings for junior competition and carnivals • Maintain records of registration numbers • Attend Grading sub-committee meetings to review junior competition nominations • Review and present dispensation requests to the CDNA Executive. Update association dispensation register. • Chair the club grading meeting • Oversee and liaise with the Association administrator regarding the setup of the junior competition and all carnivals • Oversee and liaise with the Association administrator to ensure competition match results are recorded each fixture day and ladders reflect a cumulative record of competition match results for the season. Including the review of scoresheets, update substitute register and the issue any penalties for bylaw/junior policy breaches. • Prepare and report to General Meetings of the Association. • Liaise with Umpire Convenor and make a final decision regarding the playing of fixtures during wet weather and extenuating circumstances, having due regard to players safety. • Have detailed knowledge of CDNA By-Laws, Junior Policy and competition rules. • Undertake training sessions for Netball Connect where required • Maintain Registrar email inbox • Perform other related activities as determined by the CDNA Executive • Must be available for Saturday Junior Competition control desk and carnival days	
QUALIFICATION REQUIREMENTS	
• Hold a current blue card or exemption, or willing to apply for a current volunteer “working with children” check • Agree to undergo a criminal history check as per Netball Queensland’s affiliation requirements • Sign a confidentially agreement • Must be a registered member of Netball Queensland	

SKILL REQUIREMENTS AND RELEVANT EXPERIENCE	
• Experience and/or proven ability to fill a management role suitable for a not-for-profit, volunteer-based association, including a good understanding of the need for planning, administration needs and the ability to liaise with the CDNA Executive and association members • High standard of written communication, interpersonal and effective people management skills and effective people management skills • Competent computer skills – Netball Connect and Microsoft Office • Ability to gain a high level of understanding of netball and the competitions and carnivals needs of the association • Ability to gain an understanding of the legal, financial, ethical and moral requirements of the CDNA Executive and current issues. • Knowledge of good governance practices • The ability to separate personal and club interests and association matters, and act in the best interests of the association at all times whilst in the assigned role	
INTERACTION: The position will be expected to interact with the following key stakeholders and individual positions:	
CDNA Executive Association subcommittees and working groups CDNA Employees	Affiliated clubs and their members other association personnel General public

6. NIGHT CONVENOR

POSITION DESCRIPTION – Night Convenor	
Position Type:	Volunteer Executive Member
Hours:	Approximately 5-10 hours per week at the beginning of the season and reducing during the season.
Reports to:	CDNA Executive and members of the association
TERM	
Commencement Date:	Annual General Meeting in the year of election or appointment
Time Frame:	Must be available for a two-year term
KEY OBJECTIVES – ROLES AND RESPONSIBILITIES	
KEY OBJECTIVE To ensure the professional management of all night social competitions of the association, and the registration of these members to the association. KEY ROLES AND RESPONSIBILITIES • Abide by the Constitution, By-Laws, Policies and Codes of Behaviour of the Association at all times. • Attend all meetings of the Association wherever possible and carry out all directions given at such meetings. • Coordinate court bookings for night social competition • Develop a competition timetable for each season for submission to Executive for endorsement. • Maintain records of registration numbers • Maintaining current lists of all team nominations, player registrations and complete records of all fixtures conducted by the Association. • Maintaining a register of colours and uniforms of registered teams. • Oversee and liaise with the Association administrator regarding the setup of the night social competitions; season 1 and season 2. • Oversee and liaise with the Association administrator to ensure competition match results are recorded each fixture day and ladders reflect a cumulative record of competition match results for the season. • Prepare documentation for use at each fixture round; scoresheets, umpire sign on sheet. • Prepare and report to General Meetings of the Association. • Be responsible for allocation of umpires • Liaise with Umpiring Convenor regarding the development of Level 1 umpires • Liaise with the treasurer for umpire payments • Have detailed knowledge of CDNA By-Laws, Night Policy and competition rules. • Review Night Policy each season and submit amendments to Executive for endorsement. • Undertake training sessions for Netball Connect where required • Maintain Night Convenor email inbox • Perform other related activities as determined by the CDNA Executive • Attend Open Day	
QUALIFICATION REQUIREMENTS	
• Hold a current blue card or exemption, or willing to apply for a current volunteer “working with children” check • Agree to undergo a criminal history check as per Netball Queensland’s affiliation requirements • Sign a confidentially agreement • Must be a registered member of Netball Queensland	

SKILL REQUIREMENTS AND RELEVANT EXPERIENCE	
• Hold a current blue card or exemption • Experience and/or proven ability to fill a management role suitable for a not-for-profit, volunteer-based association, including a good understanding of the need for planning, administration needs and the ability to liaise with the CDNA Executive and association members • High standard of written communication, interpersonal and effective people management skills and effective people management skills • Competent computer skills – Netball Connect and Microsoft Office • Ability to gain a high level of understanding of netball and the competitions needs of the association • Ability to gain an understanding of the legal, financial, ethical and moral requirements of the CDNA Executive and current issues. • Knowledge of good governance practices • The ability to separate personal and club interests and association matters, and act in the best interests of the association at all times whilst in the assigned role	
INTERACTION: The position will be expected to interact with the following key stakeholders and individual positions:	
CDNA Executive Association subcommittees and working groups CDNA Employees CDNA Umpires	Affiliated teams, clubs and their members Other association personnel General public

7. COACHING CONVENOR

POSITION DESCRIPTION – Coaching Convenor	
Position Type:	Volunteer Executive Member
Hours:	Approximately 10-15 hours per week
Reports to:	CDNA Executive and members of the association
TERM	
Commencement Date:	Annual General Meeting in the year of election or appointment
Time Frame:	Must be available for a two-year term
KEY OBJECTIVES – ROLES AND RESPONSIBILITIES	
KEY OBJECTIVE To ensure the development and raise the standard of: • Representative and club players • Representative and club coaches KEY ROLES AND RESPONSIBILITIES • Abide by the Constitution, By-Lays, Policies and Codes of Behaviour of the Association at all times. • Attend all meetings of the Association wherever possible and carry out all directions given at such meetings. • Prepare coaching calendar and annual budget for following season and present to the Executive for endorsement. • Maintain a registration of club coaches • Liaise with Netball Queensland in relation to Coaching Workshops and courses • Liaise with, and assist, the Executive Committee to prepare submissions to relevant authorities for subsidies and other funding types (i.e. grants and sponsorship). • Maintain Coach Convenor email inbox • Perform other related activities as determined by the CDNA Executive • Must be available for Saturday Junior Competition control desk and carnival days as required Club Coach and Player Development: • Review, update and oversee the Junior Development Program (and/or similar) for club players • Deliver other programs and specialist clinics – engage/outsource facilitators. • Communicate professional development opportunities to clubs and club coaching convenors • Engage with Club Coaching Convenors and facilitate ‘Coach the Coach’ sessions • <i>Administrator can be available to complete any bookings and set up of registration platforms.</i> Representative Coach and Player Development: • Review Representative Coach nominations, and be a member of the interview panel • Review Representative Manager nominations and be a member of the interview panel • Present Representative Coach appointments to the Executive for approval • Together with the Representative Convenor, organise and present representative squad/team selection panel (independent personnel) • Together with the Representative Convenor book dates and courts for trials and squad/team training, including wellness program and strength/condition program. • Present Representative Player selections to the Executive for approval • Mentor and support for representative coaches; including the delivery of development sessions. • Attend warmup carnivals and stage age events where possible. <i>Association Administrator can be available to complete bookings and set up registration platforms and any other ad hoc tasks required</i>	

QUALIFICATION REQUIREMENTS	
• Hold a current blue card or exemption, or willing to apply for a current volunteer “working with children” check • Agree to undergo a criminal history check as per Netball Queensland’s affiliation requirements • Sign a confidentiality agreement • Must be a registered member of Netball Queensland	
SKILL REQUIREMENTS AND RELEVANT EXPERIENCE	
• Hold a current blue card or exemption • Minimum Development (preferably Intermediate) Level coaching accreditation. • Proven ability to fill a management role for a not-for-profit, volunteer-based association and liaise with the Executive and Association Working Groups. • Demonstrated ability to plan and arrange delivery of player and coach development programs. • High standard of oral communication, including good listening and public speaking skills. • High standard of written communication, interpersonal and effective people management skills. • Knowledge of good governance practices. • The ability to separate personal and club interests and association matters, and act in the best interests of the association at all time. • Willingness to sign a confidentiality agreement.	
INTERACTION: The position will be expected to interact with the following key stakeholders and individual positions:	
CDNA Executive	Netball Queensland
Association subcommittees and working groups	Affiliated teams, clubs and their members
CDNA Employees	Other association personnel
Representative Coaches and Managers	General public

8. UMPIRING CONVENOR

POSITION DESCRIPTION – Umpiring Convenor	
Position Type:	Volunteer Executive Member
Hours:	Approximately 10-15 hours per week
Reports to:	CDNA Executive and members of the association
TERM	
Commencement Date:	Annual General Meeting in the year of election or appointment
Time Frame:	Must be available for a two-year term
KEY OBJECTIVES – ROLES AND RESPONSIBILITIES	
KEY OBJECTIVE To ensure the professional development and management of Club and Association umpires KEY ROLES AND RESPONSIBILITIES • Abide by the Constitution, By-Laws, Policies and Codes of Behaviour of the Association at all times. • Attend all meetings of the Association wherever possible and carry out all directions given at such meetings. • Maintain a registration of club umpires • Foster the growth and raise the standard of umpiring at the association through the preparation and presentation of umpiring courses. • Facilitate a Junior Umpiring Course • Facilitate a mentor workshop for club mentors • Facilitate Club Umpiring Convenor meetings • Facilitate a rules workshop for representative players • Work with individual clubs to meet club umpire development needs, including progression through division 1 and 2 junior competition allocations. • Be responsible for organising practical assessments for candidates wishing to obtain national badges. • Organise and oversee umpiring allocations for division 1 and 2 junior competition games. • Liaise with the treasurer for CDNA allocated umpire payments • Weekly allocation of club umpires for the junior competition fixtures • Prepare documentation for use at junior fixtures; umpire sign on sheet. • Liaise with Clubs, CDNA Umpires, Club Umpiring Convenors a list of umpires and officials (timekeepers and scorers) for junior finals and allocate them accordingly. • Assist club umpiring convenors, where required, to support umpires for Twilight program. • Assist Night Convenor when required with Night Competition umpire allocations, including mentors for development pathway umpires • Prepare and report to General Meetings of the Association. • Have detailed knowledge of CDNA By-Laws, Association Policies and competition rules. • Undertake training sessions for Netball Connect where required • Maintain Umpire Convenor email inbox • Perform other related activities as determined by the CDNA Executive • <i>Administrator can be available to assist with bookings and set up registration platforms.</i> Representative Umpiring: • Organise umpires for representative selection games and training. • Review Representative Umpire nominations, and be a member of the interview panel • Present Representative Umpire appointments to the Executive for approval • Organise and allocation umpires for representative carnivals • Mentor and support Level 1 umpires attending warm up carnivals • Liaise with treasurer regarding umpire carnival payments	

QUALIFICATION REQUIREMENTS	
• Hold a current blue card or exemption, or willing to apply for a current volunteer “working with children” check • Agree to undergo a criminal history check as per Netball Queensland’s affiliation requirements • Sign a confidentiality agreement • Minimum National B Badge preferred • Must be a registered member of Netball Queensland	
SKILL REQUIREMENTS AND RELEVANT EXPERIENCE	
• Proven ability to fill a management role for a not-for-profit, volunteer-based association and liaise with the Executive and Association Working Groups. • Demonstrated ability to plan and deliver Umpire development programs. • High standard of oral communication, including good listening and public speaking skills. • High standard of written communication, interpersonal and effective people management skills. • Knowledge of good governance practices. • Competent computer skills – Netball Connect and Microsoft Office • The ability to separate personal and club interests and association matters, and act in the best interests of the association at all times.	
INTERACTION: The position will be expected to interact with the following key stakeholders and individual positions:	
CDNA Executive	Netball Queensland
Association subcommittees and working groups	Affiliated clubs and their umpiring convenors
CDNA Employees	Other association personnel
CDNA Representative Committee	Junior and Senior umpires
Representative Coaches, Managers and Players	General public

9. REPRESENTATIVE CONVENOR

POSITION DESCRIPTION – Representative Convenor	
Position Type:	Volunteer Executive Member
Hours:	Approximately 10-15 hours per week
Reports to:	CDNA Executive and members of the association
TERM	
Commencement Date:	Annual General Meeting in the year of election or appointment
Time Frame:	Must be available for a two-year term
KEY OBJECTIVES – ROLES AND RESPONSIBILITIES	
KEY OBJECTIVE To ensure the professional management of all representative players, coaches, umpires, team managers and support personnel involved in representative netball for the association. KEY ROLES AND RESPONSIBILITIES • Abide by the Constitution, By-Lays, Policies and Codes of Behaviour of the Association at all times. • Attend all meetings of the Association wherever possible and carry out all directions given at such meetings. • Ensure all representative players and officials abide by the Constitution, Bylaws, Policies and Codes of Behaviour of the Association. • Review EOI for Representative Subcommittee nominations and be a member of the interview panel. • Present Representative Subcommittee appointments to the Executive for approval • Chair and manager the Representative Subcommittee • Ensure all representative related financial transactions and records are administered in conjunction with the Representative Treasurer and Treasurer • Action and report any unfinancial representative players to the Representative Treasurer and Treasurer • Ensure that Coach and Manager Agreements are distributed and returned duly executed, prior to the official taking part in the representative program. • Attend and chair Representative sub-committee meetings • Be responsible for the management of Association training equipment used by Representative Teams, including the allocation of team gear and coach bags to team officials. Ensuring all is returned at the end of the representative season. • Ensuring the First Aid kits for representative teams are well stocked and replacement items are available. • Coordinate a stocktake at the end of each Representative season of all uniforms and rep equipment. • Coordinate transport for CDNA gear trail to warmup carnivals and state championships. • Player Agreements and Medical Forms are distributed and returned duly executed and signed by a parent or guardian prior to the member taking part in any representative competition. • Together with the representative helpers, coordinate food for state championships • Attend warmup carnivals and stage age events where possible. • In conjunction with the Vice President and Representative Fundraising/Sponsorship Office seek sponsorship opportunities for representative programs and the association. Oversee the sponsorship application and coordinate required purchases once approved and paid. • Oversee and facilitate representative fundraising activities; Rep BBQs, raffles etc • Coordinate the end of year representative awards afternoon • Provide relevant information to the President for inclusion in the Annual Report • Perform other related activities as determined by the CDNA Executive • Maintain Representative Convenor email inbox	

- May be required for Saturday fixtures counter roster

In conjunction with the Coaching Convenor:

- Organise independent representative selection panel
- Review Representative Coach nominations, and be a member of the interview panel
- Present Representative Coach appointments to the Executive for approval
- Review Representative Manager nominations, and be a member of the interview panel
- Present Representative Manager appointments to the Executive for approval
- facilitate and oversee the selection process for all representative players.
- present Representative Player selections to the Executive for approval.
- prepare the representative program, and make plans for bookings, nominations, trials and training.

In conjunction with the Umpire Convenor:

- Review Representative Umpire nominations, and be a member of the interview panel
- Review and confirm the allocation of umpires to teams at warm up carnivals and state championships.

In conjunction with the Uniform Coordinator:

- Ensure all required representative uniforms and apparel are ordered as required. Manage the inventory for all representative uniforms including an end of season stock take.
- Set uniform shop opening hours for purchases and dress hire returns.

In conjunction with the Association Administrator:

- Coordinate the representative calendar and book courts for trials, training and any other requirements
- Prepare nomination forms – player, coach, manager, umpire, subcommittee
- Prepare nomination reports and issue to Representative / Coach / Umpire Convenors.
- Prepare, update, maintain social media and webpage content pertaining to representative activities and information.
- Review and book accommodation, transport and catering/food for all players, coaches, umpires, support personnel and managers representing the association at State Championships
- After consultation with the Coaching Convenor, submit all nominations forms for warmup carnivals and state championships, including division requests and any subsequent player, coach, assistant coach and manager changes.
- Prepare the annual Representative Information booklet for both Seniors and Juniors.
- Prepare and update agreements as directed by the Representative Convenor
- Assist with end of year presentation awards
- Assist at trial dates and development program if required
- Perform other related activities as determined by the Representative Convenor

QUALIFICATION REQUIREMENTS

- Hold a current blue card or exemption, or willing to apply for a current volunteer “working with children” check
- Agree to undergo a criminal history check as per Netball Queensland’s affiliation requirements
- Sign a confidentially agreement
- Must be a registered member of Netball Queensland

SKILL REQUIREMENTS AND RELEVANT EXPERIENCE	
• Experience and/or proven ability to fill a management role suitable for a not-for-profit, volunteer-based association, including a good understanding of the need for planning, administration needs and the ability to liaise with the CDNA Executive and association members • High standard of written communication, interpersonal and effective people management skills and effective people management skills • Competent computer skills – Netball Connect and Microsoft Excel • Ability to gain a high level of understanding of netball and the competitions needs of the association • Ability to gain an understanding of the legal, financial, ethical and moral requirements of the CDNA Executive and current issues. • Competent computer skills – Microsoft Office • Knowledge of good governance practices • The ability to separate personal and club interests and association matters, and act in the best interests of the association at all times whilst in the assigned role	
INTERACTION: The position will be expected to interact with the following key stakeholders and individual positions:	
CDNA Executive	Affiliated teams, clubs and their members
Association subcommittees and working groups	Representative Subcommittee
CDNA Employees	Team Managers
CDNA Coaches and Umpires	Other association personnel
Netball Queensland	General public

10. CO-ORDINATORS / OFFICERS

10.01 MEMBER PROTECTION OFFICER

POSITION DESCRIPTION – Member Protection Officer	
Position Type:	Volunteer Executive Member
Hours:	Approximately 1-2 hours per week for duration of the year
Reports to:	CDNA Executive and members of the association
TERM	
Commencement Date:	Annual General Meeting in the year of election or appointment
Time Frame:	Must be available for a one-year term
KEY OBJECTIVES – ROLES AND RESPONSIBILITIES	
KEY OBJECTIVE To ensure that the Association treats all members equally, fairly and with respect. Ensure prompt resolution of both written and oral complaints. Helps to improve awareness of child protection and helps to provide a safe and enjoyable sporting environment. KEY ROLES AND RESPONSIBILITIES • Abide by the Constitution, By-Lays, Policies and Codes of Behaviour of the Association at all times. • Perform other related activities as determined by the CDNA Executive • Be the first point of contact for the members, parents, and officials to hear any grievances in relation to harassment, child protection, discrimination, and any other forms of inappropriate behaviour. • Undertake any duties of a Complaint Manager (as per Netball Australia's Member Protection Policy. • Act as an impartial body, offering information and options to what a complainant may do but DO NOT give advice • Be able to identify options for resolution of conflicts and grievance • Refer complaints and grievances to other bodies in conjunction with the Association Policies and Procedures • Support the complainant in taking the issue further if that is what the complainant opts to do • Ensure that information about how and where to complain is kept up to date and made available and that the information is in line with the Complaints Handling Policy of the Association • Understand and be aware of the policies and procedures of the Association • Keep written records of meetings and issues surrounding any grievance • Acknowledge complaints in a timely manner, address complaints promptly and keep the complainant informed throughout the process • Clarify the key issues if the complaint with the complainant • Declare any actual or potential conflicts of interest • Act without bias, reach conclusions and form views on the facts of the case, considering matters that are relevant and not those irrelevant • Consult with people within the Association who have experience relevant to the issue • Give reasons for any decisions made, any changes that have resulted from the complainant and details of any remedy • Keeping all information relating to the issue/parties involved confidential • Keep up to date with information in relation to harassment, discrimination, child protection and any other forms of inappropriate behaviour. • Be accessible, approachable, and able to maintain confidentiality • Attend Executive and Club meetings, when necessary, assist and provide information to the Association and Club Committees (if required). • Assist with annual risk assessment (if required).	

QUALIFICATION REQUIREMENTS	
• Hold a current blue card or exemption, or willing to apply for a current volunteer “working with children” check • Agree to undergo a criminal history check as per Netball Queensland’s affiliation requirements • Sign a confidentiality agreement • Must be a registered member of Netball Queensland	
SKILL REQUIREMENTS AND RELEVANT EXPERIENCE	
• MANDATORY: Completion of/or willingness to complete the free child protection & harassment on-line training at www.playbytherules.net.au is required • MANDATORY: Completion of/or willingness to complete the Play By The Rules on-line MPIO course and attendance at an MPIO workshop • Exceptional interpersonal and communication skills • Good understanding of Club, State and National Policies and Procedures • Ability to provide support but not take over • Be able to understand and disseminate the information to the members about Association policies • Be able to formulate written reports on all issues/outcomes/findings • Be able to assist in the formulation of a written complaint for complainants who require additional assistance • High attention to detail • Respect for confidentiality • Can keep and maintain accurate records • Well organised and able to work in a logical orderly manner • Ethical, honest, and trustworthy • Sympathetic and empathetic • The ability to separate personal and club interests and association matters, and act in the best interests of the association at all times whilst in the assigned role	
INTERACTION: The position will be expected to interact with the following key stakeholders and individual positions:	
CDNA Executive	Affiliated teams, clubs and their members
Association subcommittees and working groups	General public
CDNA Employees	Netball Queensland
Other association personnel	

10.02 NET PROGRAM COORDINATOR

POSITION DESCRIPTION – NET Program Coordinator	
Position Type:	Volunteer Executive Member
Hours:	Approximately 1-2 hours per week leading up to and during the program
Reports to:	CDNA Executive and members of the association
TERM	
Commencement Date:	General Meeting in the year of election or appointment
Time Frame:	Must be available for a two-year term
KEY OBJECTIVES – ROLES AND RESPONSIBILITIES	
KEY OBJECTIVE To ensure the professional management of the NET Program of the association, and the registration of these members to the association. KEY ROLES AND RESPONSIBILITIES • Abide by the Constitution, By-Lays, Policies and Codes of Behaviour of the Association at all times. • Attend Open Day • To act honestly and in the best interest of the association and exercise care, skill and diligence in carrying out this role Perform other related activities as determined by the CDNA Executive • To Coordinate & act as Head coach for the NET program (5 & 6 year old's) during winter season • In conjunction with the Junior Registrar and Association Administrator, review season dates and book in the 10-week NET Program • Submit equipment purchases to Executive for approval • Implement and supervise skill-based activities, minor games, and modified match play that will help them develop fundamental movement skills, as well as important social skills. • Arrive at courts prior to commencement time to ensure the setting up of equipment, the briefing of coaches and their assigned station and to assist with the signing in of participants. • Collecting all equipment from JNA Office or storage facility and retaining same for the duration of the program if required. Return equipment to the JNA Office or storage facility once program is completed. • Coordinate assistance from Junior Representative volunteers. • Communicate with participants via email, advising on dates and other information required for the program. • Organise the end of program break-up • Disseminate information to participants, after the program, regarding any further available programs, or information on whether they are required to join a club in the following year (i.e., if turning 7yrs of age the following year). • Maintain NSG email inbox • Provide a report for the annual report Liaise with the Association Administrator: • regarding registration set up, fees and reporting • Develop a final list of participants and their contact details. • update, maintain social media and webpage content pertaining to NET Program information.	
QUALIFICATION REQUIREMENTS	

- Hold a current blue card or exemption, or willing to apply for a current volunteer “working with children” check
- Agree to undergo a criminal history check as per Netball Queensland’s affiliation requirements
- Sign a confidentiality agreement
- Must be a registered member of Netball Queensland
- Minimum Foundation Level coaching accreditation (Development preferred).
- Current first aid certificate recommended

SKILL REQUIREMENTS AND RELEVANT EXPERIENCE

- Coaching experience and minimum of Foundation Coaching accreditation (Development or working towards, preferred)
- Excellent communication and interpersonal skills
- Sound knowledge of and experience netball coaching
- Enthusiasm for development
- Excellent leadership skills
- Competent computer skills – Netball Connect and Microsoft Office
- A sound knowledge of the netball rules, the Associations Policies and Procedures, Constitution, By-Laws, Netball Australia Member Protection Policy, Codes of Behaviour & Risk Management guidelines.
- The ability to separate personal and club interests and association matters, and act in the best interests of the association at all times whilst in the assigned role

INTERACTION: The position will be expected to interact with the following key stakeholders and individual positions:

CDNA Executive	Affiliated teams, clubs and their members
Association subcommittees and working groups	Other association personnel
CDNA Employees	General public
CDNA Representative Players	Netball Queensland

10.03 MEDIA OFFICER

POSITION DESCRIPTION – Media Officer	
Position Type:	Volunteer Executive Member
Hours:	Approximately 1-2 hours per week Approximately 3-4 hours during event attendance
Reports to:	CDNA Executive and members of the association
TERM	
Commencement Date:	General Meeting in the year of election or appointment
Time Frame:	Must be available for a two-year term
KEY OBJECTIVES – ROLES AND RESPONSIBILITIES	
KEY OBJECTIVE To ensure the professional management of all night social competitions of the association, and the registration of these members to the association. KEY ROLES AND RESPONSIBILITIES • Abide by the Constitution, By-Lays, Policies and Codes of Behaviour of the Association at all times. • Perform other related activities as determined by the CDNA Executive • Promote the association in and around the region • Liaise with Sponsorship Officer regarding publishing and promotion of the Association and Association partners • Attend association events for publicity purposes Liaise with the Association Administrator: • update, maintain social media and webpage content. • Promotion of Association partners on social media and webpage content	
QUALIFICATION REQUIREMENTS	
• Hold a current blue card or exemption, or willing to apply for a current volunteer “working with children” check • Agree to undergo a criminal history check as per Netball Queensland’s affiliation requirements • Sign a confidentially agreement • Must be a registered member of Netball Queensland	
SKILL REQUIREMENTS AND RELEVANT EXPERIENCE	
• Hold a current blue card or exemption • Experience and/or proven ability to fill a management role suitable for a not-for-profit, volunteer-based association, including a good understanding of the need for planning, administration needs and the ability to liaise with the CDNA Executive and association members • High standard of written communication, interpersonal and effective people management skills and effective people management skills • Competent computer skills – web platform, social media and Microsoft Office • Ability to gain an understanding of the legal, financial, ethical and moral requirements of the CDNA Executive and current issues. • Knowledge of good governance practices • The ability to separate personal and club interests and association matters, and act in the best interests of the association at all times whilst in the assigned role	
INTERACTION: The position will be expected to interact with the following key stakeholders and individual positions:	

CDNA Executive	Affiliated teams, clubs and their members
Association subcommittees and working groups	Other association personnel
CDNA Employees	General public
CDNA Sponsorship Partners	

10.04 FUNDRAISING / SPONSORSHIP OFFICER

POSITION DESCRIPTION – Fundraising / Sponsorship Officer	
Position Type:	Volunteer Sub-Committee Member
Hours:	Approximately 5-10 hours per week leading up to the representative seasons.
Reports to:	Representative Convenor and CDNA Executive
TERM	
Commencement Date:	General Meeting in the year of election or appointment
Time Frame:	Must be available for a one-year term
KEY OBJECTIVES – ROLES AND RESPONSIBILITIES	
KEY OBJECTIVE In conjunction with the Representative Convenor the Fundraising/Sponsorship Officer is responsible for the coordination of all representative fundraising BBQs at CDNA, other fundraising events i.e. raffle, Bunnings BBQ etc and any Representative Sponsorship. KEY ROLES AND RESPONSIBILITIES • Abide by the Associations Constitution, Policies and Codes of Behaviour at all times. • Carry out all duties as directed by the Representative Convenor, Representative Sub-Committee, and the Executive. • Attend representative subcommittee meetings, submit a written report to the Sub-Committee and Executive as required. • Be the main point of contact for CDNA Representative Fundraising and Representative Sponsorship • Liaise with Representative parents regarding supply of bake sale items i.e. cupcakes • Order, purchase and collect supplies required for BBQ including Gas refills. • Be onsite to set-up/pack-down gazebos, BBQS, tables etc • Responsible for the proper management of the Representative BBQs on junior competition days and other events or functions as nominated by the Representative Sub-Committee and/or Executive. • Ensure safe and proper food handling safety guidelines are followed. • Ensure the square payment devise is charged and available for use, and the float has been collected from the Treasurer. • Ensuring all other fundraising proposals are ratified by the Representative Sub-Committee and Executive. • Should the Representative Sub-Committee wish to gain sponsorship from outside sources, permission must be granted by Executive. • All official sponsorship proposals/letters should be issued from the President by the association secretary to validate its authenticity and correct acknowledgment when sponsorship is made. • Ongoing and extension of sponsorships are paramount, and the sub-committee are encouraged to communicate firstly with these existing/previous sponsors. • Prior to approaching businesses for sponsorship, the officer must liaise with the sub-committee and Executive to ensure there are no conflicts of interest with existing sponsors or that the proposed sponsor conforms with the values of the Association. • Ensure all funds are receipted and accounted for through the Treasurer. • Liaise with the Representative Convenor and Office Administrator to ensure all media platforms are updated to include sponsor logos etc. • Assist the Representative Convenor with any requirements for the Representative Presentation.	

Liaise with the Association Administrator:

- Regarding the set-up of the rostering program for parent volunteers'
- update, maintain social media and webpage content pertaining to Rep Fundraising information.

QUALIFICATION REQUIREMENTS

- Hold a current blue card or exemption, or willing to apply for a current volunteer "working with children" check
- Agree to undergo a criminal history check as per Netball Queensland's affiliation requirements
- Sign a confidentially agreement
- Must be a registered member of Netball Queensland

SKILL REQUIREMENTS AND RELEVANT EXPERIENCE

- Experience and/or proven ability to fill the role suitable for a not-for-profit, volunteer-based association, including a good understanding of the need for planning, administration needs and the ability to liaise with the CDNA Executive, Sub-Committee, Office Administrator and Association Members.
- High standard of oral communication, including good listening skills and the ability to speak in public
- High standard of written communication, interpersonal and effective people management skills and effective people management skills
- High level of understanding of the representative netball needs of the association and the sport
- Proven understanding of the legal, financial, ethical, and moral requirements of the CDNA Executive and current issues
- Competent computer skills –Microsoft Office
- Knowledge of good governance practices
- The ability to separate personal and club interests and association matters, and act in the best interests of the association at all times whilst in the assigned role.
- A can-do attitude and the ability to build and maintain relationships.

INTERACTION: The position will be expected to interact with the following key stakeholders and individual positions:

CDNA Executive	Affiliated teams, clubs and their members
Association subcommittees and working groups	Other association personnel
CDNA Employees	General public
CDNA Representative Parents and Players	

10.05 SENIOR REPRESENTATIVE OFFICER

POSITION DESCRIPTION – Senior Representative Officer	
Position Type:	Volunteer Sub-committee Member
Hours:	Approximately 5-10 hours per week leading up to and during the Representative Seasons
Reports to:	Representative Convenor and CDNA Executive
TERM	
Commencement Date:	General Meeting in the year of election or appointment
Time Frame:	Must be available for a one-year term
KEY OBJECTIVES – ROLES AND RESPONSIBILITIES	
KEY OBJECTIVE In conjunction with the Representative Convenor the Senior Representative Officer is responsible for the coordination of all senior representative teams, uniforms, carnivals, managers, and assisting with the management and wellbeing of senior players. KEY ROLES AND RESPONSIBILITIES • Abide by the Associations Constitution, Policies and Codes of Behaviour at all times. • Carry out all duties as directed by the Representative Convenor, Representative Sub-Committee and the Executive. • Ensure all representative players and officials abide by the Constitution, Policies and Codes of Behaviour of the Association. • In conjunction with the Representative Sub-Committee ○ input into setting dates for trials, training, and prospective Representative Carnivals. ○ facilitate and oversee the selection process for all senior representative players. ○ ensure that appropriate transport, accommodation, and food is provided for all players, coaches, umpires, support personnel and managers representing the association at senior representative events. • Ensure senior representative teams and officials are kept up to date with all logistics for rep events. • Ensure that the Player Agreements and Medical Forms are distributed and returned duly executed and signed by a parent or guardian prior to the member taking part in any representative competition. • Attend all carnivals as required, ensuring medical records are always available. • Ensure all Team Managers are kept informed of all medical conditions and any changes. • Ensure appropriate medical aid is sought in the event of serious injury or illness while at representative events. • Attend representative sub-committee meetings, trainings and submit a written report of senior representative trips to the Sub-Committee and Executive as required. • Manage senior representative spending while at representative events and provide receipts to the Treasurer. • Manage and coordinate all equipment while travelling to and from Representative Carnivals. Ensuring all equipment is returned including coaches' bags at the end of the senior representative season. • In conjunction with the Representative Sub-Committee, conduct a stocktake of rep equipment at the end of each Representative season. • In conjunction with the Coaching Convenor, coordinate senior representative players to assist at Coaching Development Clinics and workshops. • If the Fundraising Officer position is vacant, the coordination of Representative BBQs will be the responsibility of the Senior and Junior Representative Officers in conjunction with the Representative Convenor and Office Administrator. Liaise with the Association Administrator:	

- Oversee the set-up of representative communication app for all senior players, parents/guardians, coaches and managers
- Nominate teams to warm-up carnivals and state age event including confirmation of divisions.
- any subsequent player, coach, assistant coach and manager changes.
- update, maintain social media and webpage content pertaining to NET Program information.

QUALIFICATION REQUIREMENTS

- Hold a current blue card or exemption, or willing to apply for a current volunteer “working with children” check
- Agree to undergo a criminal history check as per Netball Queensland’s affiliation requirements
- Sign a confidentiality agreement
- Minimum Development Level coaching accreditation.
- Must be a registered member of Netball Queensland

SKILL REQUIREMENTS AND RELEVANT EXPERIENCE

- Experience and/or proven ability to fill a management role suitable for a not-for-profit, volunteer-based association, including a good understanding of the need for planning, administration needs and the ability to liaise with the CDNA Executive and association members
- High standard of written communication, interpersonal and effective people management skills and effective people management skills
- Competent computer skills – Netball Connect and Microsoft Excel
- An understanding of the representative program needs and requirements of the association
- Ability to gain an understanding of the legal, financial, ethical and moral requirements of the CDNA Executive and current issues.
- Knowledge of good governance practices
- The ability to separate personal and club interests and association matters, and act in the best interests of the association at all times whilst in the assigned role

INTERACTION: The position will be expected to interact with the following key stakeholders and individual positions:

CDNA Executive	Affiliated teams, clubs and their members
Association subcommittees and working groups	Other association personnel
CDNA Employees	General public
CDNA Representative Players and Parents/Guardians	Netball Queensland

10.06 JUNIOR REPRESENTATIVE OFFICER

POSITION DESCRIPTION – Junior Representative Officer	
Position Type:	Volunteer Sub-committee Member
Hours:	Approximately 5-10 hours per week leading up to and during the Representative Seasons
Reports to:	Representative Convenor and CDNA Executive
TERM	
Commencement Date:	General Meeting in the year of election or appointment
Time Frame:	Must be available for a one-year term
KEY OBJECTIVES – ROLES AND RESPONSIBILITIES	
KEY OBJECTIVE In conjunction with the Representative Convenor the Junior Representative Officer is responsible for the coordination of all junior representative teams, uniforms, carnivals, managers, and assisting with the management and wellbeing of junior players. KEY ROLES AND RESPONSIBILITIES • Abide by the Associations Constitution, Policies and Codes of Behaviour at all times. • Carry out all duties as directed by the Representative Convenor, Representative Sub-Committee and the Executive. • Ensure all representative players and officials abide by the Constitution, Policies and Codes of Behaviour of the Association. • In conjunction with the Representative Sub-Committee ○ input into setting dates for trials, training, and prospective Representative Carnivals. ○ facilitate and oversee the selection process for all junior representative players. ○ ensure that appropriate transport, accommodation, and food is provided for all players, coaches, umpires, support personnel and managers representing the association at junior representative events. • Ensure junior representative teams and officials are kept up to date with all logistics for rep events. • Ensure that the Player Agreements and Medical Forms are distributed and returned duly executed and signed by a parent or guardian prior to the member taking part in any representative competition. • Attend all carnivals as required, ensuring medical records are always available. • Ensure all Team Managers are kept informed of all medical conditions and any changes. • Ensure appropriate medical aid is sought in the event of serious injury or illness while at representative events. • Attend representative sub-committee meetings, trainings and submit a written report of junior representative trips to the Sub-Committee and Executive as required. • Manage junior representative spending while at representative events and provide receipts to the Treasurer. • Manage and coordinate all equipment while travelling to and from Representative Carnivals. Ensuring all equipment is returned including coaches' bags at the end of the junior representative season. • In conjunction with the Representative Sub-Committee, conduct a stocktake of rep equipment at the end of each Representative season. • In conjunction with the NET Program Coordinator, organise junior representative players to volunteer their services and assist at the 10-week NET program • If the Fundraising Officer position is vacant, the coordination of Representative BBQs will be the responsibility of the Senior and Junior Representative Officers in conjunction with the Representative Convenor and Association Administrator. Liaise with the Association Administrator:	

- Oversee the set-up of representative communication app for all senior players, parents/guardians, coaches and managers
- Nominate teams to warm-up carnivals and state age event including confirmation of divisions.
- any subsequent player, coach, assistant coach and manager changes.
- update, maintain social media and webpage content pertaining to the Representative Program.

QUALIFICATION REQUIREMENTS

- Hold a current blue card or exemption, or willing to apply for a current volunteer “working with children” check
- Agree to undergo a criminal history check as per Netball Queensland’s affiliation requirements
- Sign a confidentiality agreement
- Minimum Development Level coaching accreditation.
- Must be a registered member of Netball Queensland

SKILL REQUIREMENTS AND RELEVANT EXPERIENCE

- Experience and/or proven ability to fill a management role suitable for a not-for-profit, volunteer-based association, including a good understanding of the need for planning, administration needs and the ability to liaise with the CDNA Executive and association members
- High standard of written communication, interpersonal and effective people management skills and effective people management skills
- Competent computer skills – Netball Connect and Microsoft Excel
- An understanding of the representative program needs and requirements of the association
- Ability to gain an understanding of the legal, financial, ethical and moral requirements of the CDNA Executive and current issues.
- Knowledge of good governance practices
- The ability to separate personal and club interests and association matters, and act in the best interests of the association at all times whilst in the assigned role

INTERACTION: The position will be expected to interact with the following key stakeholders and individual positions:

CDNA Executive	Affiliated teams, clubs and their members
Association subcommittees and working groups	Other association personnel
CDNA Employees	General public
CDNA Representative Players and Parents	Netball Queensland

10.07 REPRESENTATIVE FINANCIAL OFFICER

POSITION DESCRIPTION – Representative Financial Officer	
Position Type:	Volunteer Sub-committee Member
Hours:	Approximately 5-10 hours per week during the representative season
Reports to:	Representative Convenor, CDNA Treasurer and CDNA Executive
TERM	
Commencement Date:	General Meeting in the year of election or appointment
Time Frame:	Must be available for a one-year term
KEY OBJECTIVES – ROLES AND RESPONSIBILITIES	
KEY OBJECTIVE In conjunction with the Representative Convenor and CDNA Treasurer the Representative Financial Officer is responsible for the accounts; incoming and outgoing for the Representative Program. KEY ROLES AND RESPONSIBILITIES • Invoicing Player Fees • Receipting player payments • Receipting player/parent volunteer funds against player's account • Review and process payable accounts	
QUALIFICATION REQUIREMENTS	
• Hold a current blue card or exemption, or willing to apply for a current volunteer "working with children" check • Agree to undergo a criminal history check as per Netball Queensland's affiliation requirements • Sign a confidentiality agreement • Formal bookkeeping, accounting qualifications (desirable) or relevant business or industry experience • Must be a registered member of Netball Queensland	
SKILL REQUIREMENTS AND RELEVANT EXPERIENCE	
• Experience and/or proven ability to fill a management role suitable for a not-for-profit, volunteer-based association, including a good understanding of the need for planning, administration needs and the ability to liaise with the CDNA Executive and association members • High standard of oral communication, including good listening skills and the ability to speak in public • High standard of written communication, interpersonal and effective people management • Ability to acquire a high level of understanding of the financial management needs of the association • Ability to acquire and understanding of the legal, financial, ethical and moral requirements of the CDNA Executive and current issues • An understanding of accounting and a working knowledge of the laws governing the Association's operation, including some knowledge of good governance practices • An understanding of the representative program needs and requirements of the association • Competent computer skills – Accounting Packages and Microsoft Office • An ability to separate personal and club interests and association matters, and act in the best interest of the association at all times whilst in the assigned role	
INTERACTION: The position will be expected to interact with the following key stakeholders and individual positions:	
CDNA Executive Association subcommittees and working groups CDNA Employees	CDNA Representative Parents Other association personnel General public

10.08 PARENT/CARER LIAISON OFFICER

POSITION DESCRIPTION – Parent/Carer Liaison Officer	
Position Type:	Volunteer Executive Member
Hours:	Approximately 5-10 hours per week during the representative seasons
Reports to:	Representative Convenor and CDNA Executive
TERM	
Commencement Date:	General Meeting in the year of election or appointment
Time Frame:	Must be available for a one-year term
KEY OBJECTIVES – ROLES AND RESPONSIBILITIES	
KEY OBJECTIVE In conjunction with the Representative Convenor and Senior/Junior Coordinators the Liaison Officer will be available for player/parent concerns, feedback and care. KEY ROLES AND RESPONSIBILITIES • Abide by the Constitution, By-Lays, Policies and Codes of Behaviour of the Association at all times. • Represent the association at both the Senior and Junior Championships. • Be the liaison between parent and the Representative Convenor/Association. • Proactively engage in discussions with players/teams and parents regarding Association operations and requirements. • Ensure all players/parents are familiar with procedures at Carnival Days and Championships. • Assist the Representative Subcommittee where required. • Deliver support to players. • Work within an established code of conduct and manage behavioural issues should they arise.	
QUALIFICATION REQUIREMENTS	
• Hold a current blue card or exemption, or willing to apply for a current volunteer “working with children” check • Agree to undergo a criminal history check as per Netball Queensland’s affiliation requirements • Sign a confidentiality agreement • Must be a registered member of Netball Queensland	
SKILL REQUIREMENTS AND RELEVANT EXPERIENCE	
• Experience and/or proven ability to fill a management role suitable for a not-for-profit, volunteer-based association, including a good understanding of the need for planning, administration needs and the ability to liaise with the CDNA Executive and association members • High standard of written communication, interpersonal and effective people management skills and effective people management skills • Competent computer skills – Microsoft Office • Ability to gain a high level of understanding of netball and the competitions needs of the association • An understanding of the representative program needs and requirements of the association • Ability to gain an understanding of the legal, financial, ethical and moral requirements of the CDNA Executive and current issues. • Knowledge of good governance practices • The ability to separate personal and club interests and association matters, and act in the best interests of the association at all times whilst in the assigned role	

INTERACTION: The position will be expected to interact with the following key stakeholders and individual positions:	
CDNA Executive	Affiliated teams, clubs and their members
Association subcommittees and working groups	Other association personnel
CDNA Employees	General public
CDNA Representative Players and Parents/Guardians	Netball Queensland

10.09 REPRESENTATIVE UNIFORM OFFICER

POSITION DESCRIPTION – Sponsorship Officer	
Position Type:	Volunteer Sub-Committee Member
Hours:	Approximately 5-10 hours per week leading up to the representative season Approximately 1-2 hours per week during the representative season
Reports to:	CDNA Executive and members of the association
TERM	
Commencement Date:	General Meeting in the year of election or appointment
Time Frame:	Must be available for a one-year term
KEY OBJECTIVES – ROLES AND RESPONSIBILITIES	
KEY OBJECTIVE In conjunction with the Representative Convenor the Uniform Officer is responsible for representative uniforms. KEY ROLES AND RESPONSIBILITIES • Abide by the Constitution, By-Laws, Policies and Codes of Behaviour of the Association at all times. • Carry out all duties as directed by the Representative Convenor, Representative Sub-Committee, and the Executive. • Attend representative subcommittee meetings, submit a written report to the Sub-Committee and Executive as required. • Be the main point of contact for CDNA Representative Uniforms • Open and operate the Uniform Shop on dates/times as instructed by the Representative Sub-Committee. • Manage the inventory for all representative uniforms including an end of season stock take. • Place orders with established and new suppliers of Uniform items to maintain necessary stocks of each item. • Distribution of representative hire dress, maintaining appropriate records and accounts, including receipt of deposit. • Maintain records of apparel stock sold and payments received. • Liaise with the Rep Financial Officer and CDNA Treasurer regarding banking of all funds received and reimbursement funds of hire dresses. • Received and check all new stock prior to putting away. • Keep the uniform shop in a clean, tidy, and orderly manner. Liaise with the Association Administrator: • The advertising of uniform shop opening hours • The advertising of uniform return dates	
QUALIFICATION REQUIREMENTS	
• Hold a current blue card or exemption, or willing to apply for a current volunteer “working with children” check • Agree to undergo a criminal history check as per Netball Queensland’s affiliation requirements • Sign a confidentially agreement • Must be a registered member of Netball Queensland	
SKILL REQUIREMENTS AND RELEVANT EXPERIENCE	

- Experience and/or proven ability to fill a management role suitable for a not-for-profit, volunteer-based association, including a good understanding of the need for planning, administration needs and the ability to liaise with the CDNA Executive and association members
- High standard of oral communication, including good listening skills and the ability to speak in public
- High standard of written communication, interpersonal and effective people management skills and effective people management skills
- Competent computer skills – Netball Connect and Microsoft Excel
- An understanding of the representative program needs and requirements of the association
- Ability to gain an understanding of the legal, financial, ethical and moral requirements of the CDNA Executive and current issues.
- Knowledge of good governance practices
- The ability to separate personal and club interests and association matters, and act in the best interests of the association at all times whilst in the assigned role

INTERACTION: The position will be expected to interact with the following key stakeholders and individual positions:

CDNA Executive	Affiliated teams, clubs and their members
Association subcommittees and working groups	Other association personnel
CDNA Employees	General public
CDNA Representative Players	Netball Queensland

10.10 CARNIVAL COORDINATOR

POSITION DESCRIPTION – Carnival Coordinator	
Position Type:	Volunteer Executive Member
Hours:	Approximately 5-10 hours per week leading up to and during events
Reports to:	CDNA Executive and members of the association
TERM	
Commencement Date:	General Meeting in the year of election or appointment
Time Frame:	Must be available for a two-year term
KEY OBJECTIVES – ROLES AND RESPONSIBILITIES	
KEY OBJECTIVE To ensure the professional management of all night social competitions of the association, and the registration of these members to the association. KEY ROLES AND RESPONSIBILITIES • Abide by the Constitution, By-Laws, Policies and Codes of Behaviour of the Association at all times. • Book in and confirm vendors for carnivals • Organise the ordering of food items for sale at the Carnival BBQ. • Implement BBQ roster and be available to supervise on the day. • Coordinate all other aspects relating to the carnival. • Assist the association with other related activities as required by the Executive Liaise with the Association Administrator: • registration set up, fees and reporting • oversee final team grading and draw • update and distribute all relevant game day information	
QUALIFICATION REQUIREMENTS	
• Hold a current blue card or exemption, or willing to apply for a current volunteer “working with children” check • Agree to undergo a criminal history check as per Netball Queensland’s affiliation requirements • Sign a confidentiality agreement • Must be a registered member of Netball Queensland	
SKILL REQUIREMENTS AND RELEVANT EXPERIENCE	
• Hold a current blue card or exemption • Relevant experience in organising and/or catering for large groups • High standard of written communication, interpersonal and effective people management skills and effective people management skills • Experience and/or proven ability to fill a management role suitable for a not-for-profit, volunteer-based association, including a good understanding of the need for planning, administration needs and the ability to liaise with the CDNA Executive and association members • Ability to gain understanding of the management of sporting carnivals and events • Knowledge of good governance practices • The ability to separate personal and club interests and association matters, and act in the best interests of the association at all times whilst in the assigned role	
INTERACTION: The position will be expected to interact with the following key stakeholders and individual positions:	

CDNA Executive	Affiliated teams, clubs and their members
Association subcommittees and working groups	Other association personnel
CDNA Employees	General public
CDNA Representative Players	Netball Queensland

11. SUB-COMMITTEES

11.01 JUNIOR GRADING SUB-COMMITTEE

The Junior Grading Sub-committee reports to the Executive. The sub-committee meets at the beginning of the season to review submission of junior nominations, then weekly until the commencement of competition rounds. An end of season review is also recommended.

Members of the Junior Grading Sub-committee include:

- Junior Registrar
- Association Administrator
- President
- Coaching Convenor

The Junior Grading Sub-committee is responsible for:

- Setting dates for upcoming year in consultation with Executive and Council.
- Grading teams participating in junior competition, including assessment of dispensation requests.
- Organise and coordinate the Annual Opening Round Robin
- Administer grading rounds and complete a review
- Hosting a Club Grading Meeting
- Administration of the association's competitions including Junior Saturdays and Junior Spring Twilight.
- Communicating competition details on the association website and social media.

11.02 REPRESENTATIVE SUB-COMMITTEE

The Representative Sub-committee reports to the Executive. The sub-committee meets at the beginning of the representative season to coordinate senior and junior representative programs. An end of season review is also recommended.

Members of the Representative Sub-committee include:

- Representative Convenor
- Coaching Convenor
- Senior Representative Coordinator
- Junior Representative Coordinator
- Representative Finance Officer
- Parent/Carer Liaison Officer
- Uniform Officer
- Fundraising/Sponsorship Officer

The Representative Sub-committee is responsible for:

- The professional management of operations for all representative players, coaches, umpires, managers, and support personnel.

11.03 GRIEVANCE SUB-COMMITTEE

The Grievance Sub-committee reports to the Executive and the association. The sub-committee meets when required to manage and deal with complaints received.

Members of the Grievance Sub-committee may include:

- President
- Vice President
- Member Protection Officer
- Up to 2 other Executives

The Grievance Sub-committee is responsible for:

- The professional management of complaints received to the association.

11.04 CARNIVAL SUB-COMMITTEE

The Carnival Sub-committee reports to the Executive. The sub-committee meets at the beginning of the junior season to coordinate the modified and club carnivals. An end of season review is also recommended.

Members of the Carnival Sub-committee include:

- Carnival Convenor
- President
- Vice President
- Junior Registrar
- Association Administrator

The Carnival Subcommittee is responsible for:

- The professional organisation and management of operations for the Modified and Club Carnival.