

Volunteer Policy 2014

1. OVERVIEW

- 1.1 The Volunteer Policy outlines the requirements for North Lakes Blues Netball Club Inc. volunteers.

2. BACKGROUND

- 2.1 Volunteers are the backbone of the Club and are required to work within the Code of Conduct for Netball Australia, the PRNA Constitution & By-Laws and the North Lakes Blues Netball Club Constitution & By-Laws.
- 2.2 All volunteers must:
- 2.2.1 Be a current financial member (either a playing or non-playing member);
 - 2.2.2 If closely involved with the players, hold the current legislative requirement for working with children;
 - 2.2.3 Not have any outstanding discipline action against them; and
 - 2.2.4 Management Committee members must comply with the requirements of Part 5 of the Club's Constitution.

3. EXECUTIVE MANAGEMENT COMMITTEE POSITION DESCRIPTIONS

President

- 3.1 The President is responsible for the overall direction of the Club. The President is required to:
- 3.1.1 **Meetings**
 - 3.1.1.1 Attend and Chair all monthly (or as required) committee meetings, executive committee meetings and the AGM
 - 3.1.1.2 Ensure all meetings are held in accordance with the Club's constitution
 - 3.1.2 **Financial**
 - 3.1.2.1 Approve expenditure in accordance with correct protocol
 - 3.1.2.2 In conjunction with the Treasurer, formulate budget for finances/costs for the next winter season e.g. registration fees, court hire etc
 - 3.1.2.3 Be one of three signatories on cheques/bank transactions - Upon election to the position, go to the bank to sign form for bank records
 - 3.1.3 **Registration**
 - 3.1.3.1 Organise & oversee registrations.
 - 3.1.4 **Grading**
 - 3.1.4.1 Oversee grading – in conjunction with Grading Committee and/or Grading Convenor
 - 3.1.5 **Coaching**
 - 3.1.5.1 Ensure coaches have been allocated to teams in conjunction with Coaches Convenor
 - 3.1.6 **Umpiring**
 - 3.1.6.1 Liaise with Umpires Convenor to ensure the ongoing development of Club umpires and the continued recruitment of new umpires

- 3.1.7 **Equipment**
 - 3.1.7.1 Liaise with Equipment Officer regarding purchase and allocation of equipment
- 3.1.8 **Communication**
 - 3.1.8.1 Possess problem solving & conflict resolution skills
 - 3.1.8.2 Keep up-to-date on the progress of all NL Blues Netball Club teams
 - 3.1.8.3 Liaise with parents/players if and when required
 - 3.1.8.4 Liaise with PRNA committee members
- 3.1.9 **Presentation / End of Year Breakup**
 - 3.1.9.1 Oversee Presentation / End of Year Breakup event
 - 3.1.9.2 Purchase trophies
 - 3.1.9.3 Act as the MC [public speaker] for the event.
- 3.1.10 **AGM**
 - 3.1.10.1 Oversee AGM. Refer to North Lakes Blues Netball Club Constitution to ensure correct procedures are followed
 - 3.1.10.2 Prepare a "Presidents Report" detailing the Clubs activities for the year [Report to be incorporated into the Annual Report which is presented at the AGM]
- 3.1.11 **Additional**
 - 3.1.11.1 Have a sound understanding of the Club's constitution and by-laws, and ensure they are adhered to
 - 3.1.11.2 Provide direction to all Committee members in the execution of their duties
 - 3.1.11.3 Represent the Club whenever possible

Vice President

- 3.2 In the absence or incapacity of the President, the Vice President is to exercise all the powers, authorities and duties of the President. The Vice President is required to:
 - 3.2.1 **Meetings**
 - 3.2.1.1 Attend all monthly (or as required) committee meetings, executive committee meetings and the AGM
 - 3.2.1.2 Chair meetings in Presidents absence
 - 3.2.2 **Financial**
 - 3.2.2.1 Liaise with the Fundraising Coordinator regarding all fundraising activities
 - 3.2.3 **Court Hire**
 - 3.2.3.1 Liaise with Coaching Convenor regarding courts required for trainings
 - 3.2.3.2 Be responsible for the hire of courts for training
 - 3.2.4 **Club Photos**
 - 3.2.4.1 Contact photographer, book team photos, distribute information packs and allocate timeslots to teams
 - 3.2.5 **PRNA Grounds Duty**
 - 3.2.5.1 When required, organise a duty roster for all teams according to PRNA's Grounds Duty Statement
 - 3.2.6 **AGM**
 - 3.2.6.1 Prepare a "Vice President's Report" on all activities the Vice President is responsible for [Report to be incorporated into the Annual Report which is presented at the AGM]

Secretary

3.3 The Secretary performs the administration functions of the Club. The Secretary is required to:

3.3.1 Meetings

- 3.3.1.1 Organise agenda for all meetings - general, special, executive committee and AGM - (allowing for input from all relevant committee members), and distribute in accordance with the Constitution
- 3.3.1.2 Attend and take minutes of all monthly (or as required) committee meetings, executive committee meetings and the AGM
- 3.3.1.3 Ensure minutes, reports, correspondence etc. from meetings are filed and archived in line with the retention and disposal requirements of incorporated bodies;
- 3.3.1.4 Ensure all meeting minutes are made available for inspection by any financial member
- 3.3.1.4 Compile a contact list of all committee members
- 3.3.1.5 Roster committee members to attend PRNA delegates bi-monthly meetings [if PRNA Delegate position is vacant]

3.3.2 Financial

- 3.3.2.1 Be one of three signatories on cheques/bank transactions - Upon election to the position, go to the bank to sign form for bank records

3.3.3 Communication

- 3.3.3.1 Act as the contact person for correspondence from Club members, PRNA and all other sources. Conduct all correspondence in a timely manner.
- 3.3.3.2 Maintain and coordinate the clubs email address
- 3.3.3.3 Regularly check and clear P.O. Box 1321, at the North Lakes Post Office. Be one of two key holders.

3.3.4 AGM

- 3.3.4.1 Prepare a "Secretary's Report" detailing all activities the Secretary is responsible for [Report to be incorporated into the Annual Report which is presented at the AGM];

3.3.5 Additional

- 3.3.5.1 Keep a register of all Club Members (incl. general, life and honorary members, coaches and umpires)
- 3.3.5.2 Keep custody of the Common Seal
- 3.3.5.3 Notify Registrar of Incorporated Associations of new appointment to Secretary position
- 3.3.5.4 Follow all rules in the Club's Constitution and By-Laws
- 3.3.5.5 Be aware of the duties, obligations and legal requirements regarding the "Association's Incorporation Act"

Treasurer

3.4 The Treasurer ensures the viability of the financial activities of the Club. The Treasurer is required to:

3.4.1 Meetings

- 3.4.1.1 Attend all monthly (or as required) committee meetings, executive committee meetings and the AGM
- 3.4.1.2 Keep all books and accounts of the Club up-to-date and prepare a statement of receipts and expenditure for presentation to each General Meeting;
- 3.4.1.3 Produce all bank receipts and bank statements at General Committee Meetings if requested

3.4.2 **Financial**

- 3.4.2.1 In conjunction with the President, formulate budget for finances/costs for the next winter season e.g. registration fees, court hire etc
- 3.4.2.2 Promptly collect, receipt and bank all monies received by the Club (i.e. uniforms, fundraising etc)
- 3.4.2.3 Ensure all moneys received are deposited into the Club's account within 5 working days after receipt
- 3.4.2.4 Be responsible for a cash float (amount subject to the approval of the Committee)
- 3.4.2.5 Be responsible for issuing cheques and making authorised payments
- 3.4.2.6 Submit financial statements (to 31st August) for independent audit/review
- 3.4.2.7 Present audited/reviewed financial statements to the Management Committee at a general meeting for certification [letter to accountant]
- 3.4.2.8 Close the Club's books on the allotted date each year [EOFY: 30 September] and prepare a Balance Sheet and other relevant financial documents
- 3.4.2.9 Lodge the Club's audited/reviewed financial statements etc. with the Registrar of Incorporated Associations [Office of Fair Trading] after being approved at the AGM
- 3.4.2.10 Be one of three signatories on cheques/bank transactions - Upon election to the position, go to the bank to sign form for bank records
- 3.4.2.11 Retain all financial records for 7 years after the transactions covered by the records are completed

3.4.3 **Registration**

- 3.4.3.1 Liaise closely with the Registrar

3.4.4 **Communication**

- 3.4.4.1 Liaise closely with at least one other Executive Committee Member to ensure they have full access to the accounts and financial records of the Club
- 3.4.4.2 Be one of two key holders for the Club's P.O. Box 1321, at the North Lakes Post Office

3.4.5 **AGM**

- 3.4.5.1 Report annually to members by:
 - (a) Submitting properly audited/reviewed financial statements at the AGM
 - (b) Presenting a "Treasurers Report" detailing the Clubs financial activities for the year [Report to be incorporated into the Annual Report which is presented at the AGM];

4. MANAGEMENT COMMITTEE POSITION DESCRIPTIONS

Registrar

- 4.1 The registrar ensures the registration of all playing and non-playing members. The Registrar is required to:
 - 4.1.1 **Meetings**
 - 4.1.1.1 Attend all monthly (or as required) general committee meetings and the AGM.
 - 4.1.1.2 Prepare a Registrar's Report for each general meeting
 - 4.1.2 **Financial**
 - 4.1.2.1 Liaise with Treasurer on payments received for registration
 - 4.1.3 **Registration**
 - 4.1.3.1 Issue registration forms to all returning/new members upon request.
 - 4.1.3.2 Attend Registration days and assist members with enquiries re: forms, payments etc.
 - 4.1.3.3 Receive completed Club Registration forms and view birth certificates for new players

- 4.1.3.4 Register all playing and non-playing members into "MyNetball" system
- 4.1.3.5 Register all teams with PRNA and arrange payment with treasurer
- 4.1.3.6 Upon registering players, issue receipts for payment of registration fees
- 4.1.3.7 Maintain complete and ongoing records of all Registered members.
- 4.1.3.8 Provide comprehensive age group listings/records to assist Grading Convenor (or person overseeing grading) with the grading process at the beginning of each season.
- 4.1.3.9 Provide information of registered members interested in Umpiring, Coaching or Team Managing for the season onto the relevant office bearers for action.
- 4.1.3.10 Ensure all players have been placed into a team after liaising with Grading Convenor
- 4.1.3.11 Be responsible for any De-Registrations or Late Registrations and complete appropriate paperwork and payments for submission to PRNA both at start of season and on-going.
- 4.1.3.12 Provide transfer documents to other Clubs as required if members swap Clubs. Likewise, obtain transfer documents from other Clubs for new members to the Blues Netball Club.

4.1.4 **AGM**

- 4.1.4.1 Prepare an end of year "Registrar's Report" detailing registration activity for the year [Report to be incorporated into the Annual Report which is presented at the AGM]

Grading Convenor

4.2 The Grading Convenor is responsible for the grading of players into teams. The Grading Convenor is required to:

4.2.1 **Meetings**

- 4.2.1.1 Attend all monthly (or as required) general committee meetings and the AGM.

4.2.2 **Grading**

- 4.2.2.1 Ensure a fair and impartial grading of players into teams at start of season
- 4.2.2.2 Recruit Graders for pre season trials
- 4.2.2.3 Organise trials
- 4.2.2.4 Allocate players to teams
- 4.2.2.5 Oversee player support throughout season
- 4.2.2.6 Coordinate late registered players into teams suitable to the players ability and position requirements of teams if outside of Blues practical grading day
- 4.2.2.7 Liaise with Club President, Coaches Convenor, Registrar, Treasurer and Parents of any player expressing interest in signing on with the Blues Netball Club after grading or the season commences

Umpire Convenor

4.3 The Umpire Convenor is responsible for the allocation, training and mentoring of umpires. The Umpiring Officer is required to:

4.3.1 **Meetings**

- 4.3.1.1 Attend all monthly (or as required) general committee meetings and the AGM.

4.3.2 **Financial**

- 4.3.2.1 Collect money from Treasurer to pay umpires [approx. once a month] for their umpiring duties on a Saturday.

4.3.3 **Umpiring**

- 4.3.3.1 Manage the Club's Umpiring Program by recruiting, training, grading and providing guidance to umpires and ensure there are sufficient umpires to cover games at PRNA.
- 4.3.3.2 Allocate umpires as requested by PRNA ensuring that umpires are appropriately assigned to games at their badge/competence level. This includes:
 - The preparation of an umpiring roster in advance
 - Preparing a weekly allocation of umpires [and mentors] to cover Saturday games
 - Communicating, in advance, the weekly roster via the Club email
 - Grade all umpires on ABILITY not badge at the beginning, during and end of the season so that they can be put forward to PRNA for badging. Encourage all umpires to become badged.
- 4.3.3.3 Create, maintain and update a complete register of all umpires available for umpiring duties for each season, including their qualifications and contact details.
- 4.3.3.4 Educate and develop umpires within the Club in accordance with PRNA and Netball QLD guidelines, and as set out in the PRNA Umpiring guidelines. This involves developing and implementing umpiring courses within the Club as well as recommending Umpiring courses on offer through PRNA or elsewhere.
- 4.3.3.5 Source, train and develop a base of umpiring coaches and mentors
- 4.3.3.6 Allocate umpires as requested by the North Lakes Blues Netball Club; including the supply of umpires to meet all Club needs such as at training games, grading games, carnivals and any other situations the Executive committee deems fit.
- 4.3.3.7 Encourage the development of umpires within the Club by advertising to members upcoming courses, training sessions and programs.
- 4.3.3.8 Liaise with PRNA on all umpiring related matters including attending umpires conveners meetings as convened from time to time and attending to any complaints or other issues from PRNA.
- 4.3.3.9 Attend all relevant PRNA meetings and keep Executive committee informed of all matters pertaining to umpiring within the Club.
- 4.3.3.10 Inform the Registrar of all non-playing umpires within the Club as they must be registered with PRNA and "MyNetball"

4.3.4 **Presentation / End of Year Breakup**

- 4.3.4.1 Prepare for the Clubs Annual Presentation by:
 - deciding on the recipients of any umpiring awards
 - organising any certificates/ gifts etc to be handed out to umpires and/or mentors at Presentation, as deemed fit by the Executive Committee

4.3.5 **AGM**

- 4.3.5.1 Prepare an end of year "Umpire Convener's Report" detailing umpire activity for the year [Report to be incorporated into the Annual Report which is presented at the AGM];

Modified Grades Coaching Convenor

4.4 The Modified Grades Coaching Convenor is responsible for the education and training of all U/8 to U/10 grades coaches. The Modified Grades Coaching Convenor is required to:

4.4.1 **Meetings**

- 4.4.1.1 Attend all monthly (or as required) general committee meetings and the AGM.

4.4.2 **Grading**

- 4.4.2.1 Advise Graders of which teams or players have submitted requests to be kept together

- 4.4.3 **Coaching**
 - 4.4.3.1 Recruit coaches for all modified grade teams (U/8's to U/10's)
 - 4.4.3.2 Select coaches who are dedicated to train their team, have a solid understanding of netball, follow fair practices and encourage sportsmanship
 - 4.4.3.3 Contact all modified grade coaches to coordinate what day and time they intend training their teams
 - 4.4.3.4 Liaise with the Vice President in order to organise courts for trainings for the season
 - 4.4.3.5 Inform all coaches and managers through email or in person (meeting) all relevant information necessary for coaching and managing i.e. player contact lists, codes of behaviour, coaches' roles and responsibilities, managers' roles and responsibilities, Blue Card forms to be signed and returned ASAP, PRNA website information such as wet weather procedures etc, scoring, finals procedures etc.
 - 4.4.3.6 Organise for all new coaches to do "Community Coaching General Principles" & "Umpiring" online courses and submit certificates before season commences
 - 4.4.3.7 Co-ordinate a Coaches' workshop for all new coaches and any other coaches wanting to further their knowledge and gain resources
 - 4.4.3.8 Inform U/10 coaches of player evaluations that need to be written for their teams at the beginning and end of the year
 - 4.4.3.9 Keep coaches informed of all courses that are available throughout the season
 - 4.4.3.10 Inform coaches of carnivals available for their teams to enter
 - 4.4.3.11 Offer support, encouragement and advice to coaches throughout the season
 - 4.4.3.12 Advise coaches of suitable training activities, drills etc. on a regular basis throughout the season

- 4.4.4 **Equipment**
 - 4.4.4.1 Co-ordinate with the Equipment Officer for kit bags to be distributed to all coaches

- 4.4.5 **Presentation / End of Year Breakup**
 - 4.4.5.1 Prepare for the Club's Annual Presentation including:
 - Help organise and prepare any certificates/ gifts etc. to be handed out to Modified Grades Coaches at Presentation, as deemed fit by the Executive

- 4.4.6 **AGM**
 - 4.4.6.1 Prepare an end of year "Modified Grades Coaching Convener's Report" detailing their coaching activity for the year [Report to be incorporated into the Annual Report which is presented at the AGM]

Junior Grades Coaching Convenor

- 4.5 The Junior Coaching Convenor is responsible for the education and training of U/11's to Inters coaches. The Junior Coaching Convenor is required to:
 - 4.5.1 **Meetings**
 - 4.5.1.1 Attend all monthly (or as required) general committee meetings and the AGM.

 - 4.5.2 **Grading**
 - 4.5.2.1 Advise Graders of which teams or players have submitted requests to be kept together

 - 4.5.3 **Coaching**
 - 4.5.3.1 Recruit coaches for all junior grade teams (U/11's to Inters)
 - 4.5.3.2 Select coaches who are dedicated to train their team, have a solid understanding of netball, follow fair practices and encourage sportsmanship
 - 4.5.3.3 Contact all junior coaches to organise what day and time they intend training their teams
 - 4.5.3.4 Liaise with the Vice President in order to organise courts for trainings for the season

- 4.5.3.5 Inform all coaches and managers through email or in person (meeting) all relevant information necessary for coaching and managing i.e. player contact lists, codes of behaviour, coaches' roles and responsibilities, managers' roles and responsibilities, Blue Card forms to be signed and returned ASAP, PRNA website information such as wet weather procedures etc, scoring, finals procedures etc.
- 4.5.3.6 Organise for all new coaches to do "Community Coaching General Principles" & "Umpiring" online courses and submit certificates before season commences
- 4.5.3.7 Co-ordinate a Coaches' workshop for all new coaches and any other coaches wanting to further their knowledge and gain resources
- 4.5.3.8 Inform coaches of player evaluations that need to be written for all junior teams at the beginning and end of the year
- 4.5.3.9 Keep coaches informed of all courses that are available throughout the season
- 4.5.3.10 Inform coaches of carnivals available for their teams to enter
- 4.5.3.11 Offer support, encouragement and advice to coaches throughout the season
- 4.5.3.12 Advise coaches of suitable training activities, drills etc. on a regular basis throughout the season

4.5.4 **Equipment**

- 4.5.4.1 Co-ordinate with the Equipment Officer for kit bags to be distributed to all coaches

4.5.5 **Presentation / End of Year Breakup**

- 4.5.5.1 Prepare for the Club's Annual Presentation including:
 - Help organise and prepare any certificates/gifts etc. to be handed out to Junior Grades Coaches at Presentation, as deemed fit by the Executive
 - Advise all Junior Grades Coaches that they need to inform the President of their nominations for their 2 team awards for end of season presentations [i.e. Most Valuable Player Award & Coaches Award]

4.5.6 **AGM**

- 4.5.6.1 Prepare an end of year "Junior Grades Coaching Convener's Report" detailing their coaching activity for the year [Report to be incorporated into the Annual Report which is presented at the AGM]

Uniform Convener

- 4.6 The Uniform Convener is responsible for the purchase and distribution of Club uniforms. The Uniform Convener is required to:

4.6.1 **Meetings**

- 4.6.1.1 Attend all monthly (or as required) general committee meetings and the AGM.

4.6.2 **Financial**

- 4.6.2.1 Receive monies and issue receipts to players for cost of uniforms

4.6.3 **Uniforms**

- 4.6.3.1 Attend registration/grading days to take uniform orders and arrange uniform fittings
- 4.6.3.2 Be responsible for all players being in full uniform as soon as possible of said player being registered
- 4.6.3.3 Order and distribute these uniforms to players;
- 4.6.3.4 Instruct members that they can organize the re-sale of their second hand uniforms themselves via our facebook page
- 4.6.3.5 Inform the Blues Netball Club Secretary of any player playing out of uniform and request an email to be sent out informing them of the need to always be in uniform
- 4.6.3.6 Obtain cheques for payment from Treasurer and forward all receipts to Treasurer

- 4.6.3.7 Collect orders and payment for Blues Netball Club uniforms including non compulsory uniform items e.g. jackets, shirts, visors etc
- 4.6.3.8 Place all orders with uniform supplier/s
- 4.6.3.9 Liaise with Uniform suppliers as required
- 4.6.3.10 Distribute orders once full payment received and issue receipts as proof of payment.
- 4.6.3.11 Keep President up-to-date on all details
- 4.6.3.12 Review uniform costs and pricing, in consultation with the committee on an annual basis.

Equipment Officer

- 4.7 The Equipment Officer is responsible for the purchase, storage and distribution of all Club equipment. The Equipment Officer is required to:
 - 4.7.1 **Meetings**
 - 4.7.1.1 Attend all monthly (or as required) general committee meetings and the AGM.
 - 4.7.2 **Financial**
 - 4.7.2.1 Cheques/payments for purchase of equipment must be obtained from the Treasurer and invoices/receipts are to be given to the Treasurer
 - 4.7.3 **Equipment**
 - 4.7.3.1 Examine all equipment before the beginning of the season to ensure it is in good order.
 - 4.7.3.2 Consider replacing equipment when it is in poor condition or membership numbers require more equipment than is held
 - 4.7.3.3 Discuss the purchase of all new equipment with President & Executive committee members prior to purchase
 - 4.7.3.4 Upon approval, purchase new equipment - sourcing best prices available
 - 4.7.3.5 Netballs are size 4 for modified teams and size 5 from U/10 to seniors
 - 4.7.3.6 All teams should received 1 new match ball each season (depending on quality of match ball from previous season), use previous seasons balls for training
 - 4.7.3.7 All Modified & Junior team bags should be packed with 1 new ball, 2 old balls, game bibs, training bibs and medical / first aid kit
 - 4.7.3.8 Senior (Ladies) team bags should have 1 new ball, game bibs and medical/first aid kit
 - 4.7.3.9 Prepare 2 x club bags consisting of fitness equipment (e.g. skipping ropes), ball pump, extra balls etc and to be made available upon request
 - 4.7.3.10 Liaise with Coaching Coordinator for distribution of bags as early as possible for each new winter season
 - 4.7.3.11 Ensure adequate stock of balls and bibs are maintained throughout the season
 - 4.7.3.12 All teams must be given one first aid kit each
 - 4.7.3.13 All Modified & Junior teams should be given a Club esky/cooler for use throughout the season
 - 4.7.3.14 Liaise with coaches and managers for collection of bags at the end of the netball season
 - 4.7.3.15 Conduct an annual stock take for presentation at the AGM
 - 4.7.3.16 Arrange storage of bags and equipment between seasons
 - 4.7.3.17 Keep President up-to-date on all details
 - 4.7.4 **AGM**
 - 4.7.4.1 Prepare an end of year "Equipment Officer Report" detailing all equipment activity for the year including a stock take of all equipment [Report to be incorporated into the Annual Report which is presented at the AGM]

Fundraising Coordinator

- 4.8 The Fundraising Coordinator is responsible for organising and implementing all fundraising activities of the North Lakes Blues Netball Club. The Fundraising Coordinator is required to:
- 4.8.1 **Meetings**
 - 4.8.1.1 Attend all monthly (or as required) general committee meetings and the AGM.
 - 4.8.2 **Financial**
 - 4.8.2.1 Be responsible for the collection of fundraising money
 - 4.8.2.2 Pass on all money received from fundraising to the Treasurer - unless the Treasurer directs for it to be deposited into the Club's account [which must be done within 5 working days after receipt]
 - 4.8.2.3 Maintain records of all fundraising activities carried out for and on behalf of the Club
 - 4.8.3 **Fundraising**
 - 4.8.3.1 In conjunction with the Executive Committee [primarily the Vice President], implement a fundraising plan for the netball season
 - 4.8.3.2 Be available to participate in all fundraising events and activities of the Club
 - 4.8.3.3 Participate in ongoing discussions of how to raise funds for the Club
 - 4.8.3.4 Coordinate and participate in Fundraising sub-committee activities as required
 - 4.8.4 **AGM**
 - 4.8.4.1 Prepare an end of year "Fundraising Coordinator's Report" detailing all fundraising activity for the year [Report to be incorporated into the Annual Report which is presented at the AGM];

PRNA Delegate

- 4.9 The PRNA Delegate is responsible for the circulation of information between PRNA and the North Lakes Blues Netball Club. The PRNA Delegate is required to:
- 4.9.1 **Meetings**
 - 4.9.1.1 Attend all monthly (or as required) general committee meetings and the AGM.
 - 4.9.1.2 Attend all PRNA Delegate meetings
 - 4.9.1.3 Keep the North Lakes Blues Netball Club committee up-to-date on PRNA issues that arise from their meetings
 - 4.9.2 **Communication**
 - 4.9.2.1 Liaise with PRNA on issues that arise between the Club and PRNA
 - 4.9.2.2 Organise team duties during PRNA carnivals

General Committee Member

- 4.10 General Committee Members are responsible for supporting the North Lakes Blues Netball Club Management Committee. General Committee Members are required to:
- 4.10.1 **Meetings**
 - 4.10.1.1 Attend all monthly (or as required) general committee meetings and the AGM.
 - 4.10.2 **Presentation / End of Year Breakup**
 - 4.10.2.1 Perform duties as the Executive Committee may direct

4.10.3 Additional

- 4.10.3.1 Be available to participate in as many events and activities of the Club as required
- 4.10.3.2 Provide support to the President, Secretary and other General Committee members to ensure the efficient operation of the club.
- 4.10.3.3 Undertake tasks at the request of the President or Executive Committee
- 4.10.3.4 Participate in the discussions and decision making of the Committee
- 4.10.3.5 Participate in sub-committee activities as requested
- 4.10.3.6 Must seek approval from the President and Executive Committee prior to committing the club to any financial expenditure or action
- 4.10.3.7 Must be discreet and able to maintain confidentiality on relevant matters associated with the Club
- 4.10.3.8 Keep informed and up-to-date on issues affecting the North Lakes Blues Netball Club

Considered and accepted by the North Lakes Blues Netball Club Management Committee: 7th October 2014