



## COMMITTEE ROLE DESCRIPTION – EVENTS COORDINATOR

<b>Organisation</b>	Noranda Netball Association
<b>Committee Title</b>	Events Coordinator
<b>Position Type</b>	Volunteer
<b>Reports to</b>	Noranda Netball Association Committee
<b>Currently filled by</b>	Mel Symcox
<b>Commencement date</b>	Noranda Netball Association 2025 AGM
<b>End date</b>	Noranda Netball Association 2026 AGM

### POSITION DETAILS

#### **Purpose**

In conjunction with the Committee, plan, organise and manage all Association events throughout the year, including events such as; the annual Association Awards Night, game day events (Inclusion round, Umpire Appreciation round, Daffodil Day round etc).

#### **Knowledge/Skills**

- Understanding of Association activities and its future direction and plans
- Understanding of the Associations Constitution, By-Laws, Policies and Procedures
- Computer literate
- Effective communication and good interpersonal skills
- Act with integrity, confidentiality, and objectivity
- Good organisational skills
- Positive and enthusiastic attitude

#### **Typical time commitment**

- Approximately 3 hours per week throughout the winter season (*approx April – September*)
- Game days may require additional hours
- Weeks containing Association events will require more than 2 hours per week
- Weeks containing Committee Meetings will require 1-3 hours (*11-12 per year*)

#### **Responsibilities and Duties**

- Book venues for events
- Organise event catering as required
- Decorate venues for events
- Work with the Social Media Coordination to plan advertising for all events
- Liaise with contractors and suppliers for any events
- Help with managing game days if and as required



- Communicate with Association Members as required
- Other duties as directed by the Committee
- Abide by the Associations Code of Conduct

#### **ESSENTIAL**

- At all times ensure a Child Safe environment
- Comply with the Netball Australia Member Protection Policy and Child Safeguarding Policy
- Comply with the WA Working with Children Check (WWCC) Legislation which means you will be required to obtain a WWCC unless an exemption applies
- Promote and display the Associations values and behaviours
- Promote netball in a positive manner

#### **ADDITIONAL INFORMATION**

##### **Volunteering in this position gives you the opportunity to:**

- Work as part of a team dedicated to the growth and development of Noranda Netball Association
- Meet and network with other volunteers and industry professionals
- Have input into the goals and objectives of Noranda Netball Association
- Use your skills in a positive and engaging way
- Develop a greater understanding of sports management structures

Volunteering in this role may attract an honorarium payment after the completion of both the Winter and Spring seasons. Any such payment will be decided by the NNA Committee.

For further information on this Committee position, please contact Janice Clamp, Noranda Netball Association President via email: [president@norandana.com.au](mailto:president@norandana.com.au)

If you would like to nominate for this position, complete the nomination form by 3pm, 13 February 2025 and return it to:

The Administrator  
Noranda Netball Association  
[competition@norandana.com.au](mailto:competition@norandana.com.au)