



COMMITTEE ROLE DESCRIPTION – VICE PRESIDENT

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| Organisation | Noranda Netball Association |
| Committee Title | Vice President |
| Position Type | Volunteer |
| Reports to | Noranda Netball Association Committee |
| Currently filled by | Gordon Taylor |
| Commencement date | Noranda Netball Association 2025 AGM |
| End date | Noranda Netball Association 2026 AGM |

POSITION DETAILS

Purpose

To assist the President of Noranda Netball Association (NNA) and work with the Committee and Administrator to ensure the Association is successfully managed and meeting the needs of its members.

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 hour per week during the Winter season (*April – September*)
- Game days may require additional hours
- Weeks containing Committee Meetings will require 1-3 hours (*11-12 per year*)

Responsibilities and Duties

- In the absence or incapacity of the President to exercise all their powers, authorities, and duties, preside over meetings, and represent the Association as required
- Provide support to the President, assisting them to fulfil their responsibilities
- Be informed of Association activities, including those on sub-committees
- Have a good understanding and knowledge of all Association governance documents, including constitution, by-laws, policies and procedures as well as duties of all office holders
- Provide support to the President in meeting the governance responsibilities of the Association, including but not limited to culture, goals and objectives, strategies, financial controls, complaints and disputes and position descriptions
- Assist the President with meetings, communications, and key relationships



- To act as a public relations officer for the Association together with the President
- Perform any other duties as directed by the committee
- Help with managing game days if and as required
- 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

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