



Job Description- Chairperson

The chairperson must act on behalf of the members of Cobham NC with the clubs ethos, mandate and best interests first and foremost

Committee roles

- An official vote on the committee
- Organising committee meetings and agreeing agenda for meetings
- Chairing meetings
- Preparing for the AGM
- Chairing AGM
- Producing annual report

Club roles

- Responsible for disciplinary issues and complaints
- Responsible for any final proof of official documentation, press releases or policies produced
- Oversee club website
- Oversee and support additional roles (website/social media/socials and fundraising)
- Point of contact for members and coaches



Job Description- Treasurer

The treasurer must act on behalf of the members of Cobham NC with the clubs ethos, mandate and best interests first and foremost

Committee roles

- An official vote on the committee
- Produce an annual report for the AGM
- Produce an annual budget for the AGM
- Submit annual accounts to the CSA

Club roles

- Affiliate players to England Netball
- Record and chase membership fees
- Keep a record of members (players, coaches and umpires)
- Keep a cash flow book of accounts
- Monitor bank funds
- Pay invoices
- Book courts for training



Job Description- Secretary

The secretary must act on behalf of the members of Cobham NC with the clubs ethos, mandate and best interests first and foremost

Committee roles

- An official vote on the committee
- Record and distribute minutes of meetings and action lists
- Record and distribute minutes of AGM

Fixtures roles

- Put together Captains folders
- Confirm fixtures with opposition/club/umpire secretary and coaches
- Update fixture list with amendments
- Point of contact for leagues and opposition clubs
- League/cup/rally entries
- League registrations

Trials

- Confirmation of trial dates
- Updating, disseminating and collecting trials forms
- Collation of trial information for coaches

Club roles

- Communicating with members regarding training, fixtures and trials
- Contact point for captains regarding league, club queries
- Creation and updating of contact list/ record of members
- Distributing and collating feedback forms



Job Description- Umpire Secretary

The umpire secretary must act on behalf of the members of Cobham NC with the clubs ethos, mandate and best interests first and foremost.

Committee roles

- An official vote on the committee
- Ensure treasurer has umpire details for affiliating

Fixtures roles

- Seek and confirm umpires for all league, cup, rallies and trial matches.
- Liaise with captains regarding matches and ensure captain confirm umpires

Club roles

- Keep the club members updated regarding rule changes
- Inform members of umpiring courses
- Encourage and support members to qualify

Social media rep

- To update results on the website
- Promote the club responsibly on facebook and twitter
- To manage the club facebook and twitter accounts

Kit

- To manage and track spare club kit
- To update kit website page
- To order, collect money for new kit requirements



Job Description- CSA Liaison

Committee roles

- Attend CSA meeting representing the Netball Club
- Raise any concerns regarding match days with CSA
- Feedback to committee on Vision 2020 and other policies
- Raise any maintenance or ground work issues with the CSA grounds committee
- Promote Cobham Netball Club amongst other sections

Club roles

- Update club members on necessary CSA developments
- Book courts for home matches and trials on the online booking system
- Keep Cobham Netball working in harmony with other sections



Job Description- Junior Liaison

- To update the junior section of the website
- To foster stronger links and communications between sections
- To aid transition of juniors to senior members of the club



Auxiliary roles

Social rep

- To organise social event for members and their friends and families
- To produce budget plan, costs and cash flow for events
- To liaise with Cobham curve for events