



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

#### **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
- Update club members on necessary CSA developments
- Keep Cobham Netball working in harmony with other sections



### **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**

- Record and chase membership fees
- Keep a cash flow book of accounts
- Monitor bank funds
- Pay invoices



### **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
- Assist players with affiliation to England Netball via the Engage system
- Book courts for training
- Book courts for home matches and trials on the online booking system
- Keep a record of members (players, coaches and umpires)

#### **Trials**

- Confirmation of trial dates
- Updating, disseminating and collecting trials forms
- Collation of trial information for coaches
- Arrange and organise external selectors keeping lines of communication open and keeping coaches updated

#### **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
- Maintaining communication with Uni leavers
- Liaise with caretaker/CSA staff regarding match days
- Maintain communication links with Tennis section regarding court bookings
- Provide training schedule for the Club
- Organise friendlies when required
- Open up lines of communication with new enquiries following initial contact to the club.



## **Job Description- Umpire Secretary and Sundry Items**

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 ALL umpires used are affiliated to England Netball

### **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
- Pass on details of new enquiries to Club Secretary for follow up

### **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



### Auxiliary roles -

#### **Social rep**

- To organise social events for members and their friends and families
- To produce budget plan, costs and cash flow for events
- To book relevant venue as required