



# COMMITTEE POSITION DESCRIPTIONS

LYVNA Committee is made up of volunteers nominated by affiliate Clubs within the Association.

The Committee is made up of 4 Executive positions and 3-6 general committee.

All Committee members are expected to assist with the running and coordination of all competitions, events and teams run by LYVNA. These include:

- Saturday competitions
- LYVNA tournaments
- Representative teams
- Attend monthly committee meetings

## EXECUTIVE COMMITTEE

### President

**Role** - To ensure the efficient running of all operations of the association.

#### Duties

- Executive Committee Member.
- To manage and chair executive and annual general meetings.
- Association representative at local, regional and state levels.
- To be well informed of all Association activities.
- Plan for the future of the Association.
- To have a good working knowledge of the Association constitution, Association rules and duties of all office holders.

### Vice President

**Role** - To support and mentor all committee members in the efficient performance of their roles.

#### Duties

- Executive Committee Member
- Provide support to President and step in for the President where needed including chairing meetings
- To be well informed of all Association activities.
- To have a good working knowledge of the Association constitution, Association rules and duties of all office holders.

### Secretary

**Role** - Administrator of the Association providing coordination links between Clubs, Members, Committee and Netball Victoria.

#### Duties

- Executive Committee Member
- Keep Committee, Clubs and Members abreast of all relevant matters
- Attend to all official correspondence in and out in a prompt manner
- Attend to all general administration as required
- Take and distribute minutes of meetings

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### **Treasurer**

**Role** - Responsible for the financial management of the Association.

#### **Duties**

- Executive Committee Member
- Maintain accurate records of current income and expenditure
- Ensure monies received are banked correctly.
- Making all payments and keeping records.
- Prepare regular bank account reconciliations.
- Prepare budgets for forthcoming year describing potential sources of income and expenditure.
- Prepare annual financial accounts for auditing.
- Pursue outstanding Club and Member's fees

## **GENERAL COMMITTEE**

### **Registrar**

**Role** - To ensure the Association fulfils all its obligations regarding player registrations.

#### **Duties**

- To ensure the complete and accurate maintenance of Association membership for the season
- To manage start of season registrations for new and existing Members
- To provide Grading Convenor with full lists of each age group at the appropriate time
- To ensure all registrations are with the appropriate bodies by the due date

### **Umpires Convenor**

**Role** - To organise and coordinate all Umpiring requirements within the Association.

#### **Duties**

- Liaise with Club Umpires Convenors
- Organise Saturday umpire rostering
- Organise Tournament and Waverley umpiring
- Organize & coordinate umpire courses
- Recruit & coordinate umpire supervisors & badge trainers
- Organise and coordinate badge testing

### **Coaching Convenor**

**Role** - To provide support and guidance to all coaches over the season.

#### **Duties**

- Organise & coordinate coach courses
- Assist Saturday Clubs / teams to find coaches
- Mentor Saturday / Net Set Go coaches
- Mentor and develop LYVNA representative coaches

### **Rep Team Coordinator**

**Role** - To coordinate Representative teams, player and coaches.

#### **Duties**

- Coordinate selections
- Recruit member for Rep Team sub-committee
- Assist Uniform and Equipment Officer to organise and distribute uniforms and equipment

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- Assist Coaches Convenor to appoint and mentor coaches
  - Organise tournament and Waverley entries
  - Attend training on a regular basis

## **OTHER GENERAL COMMITTEE DUTIES**

### **NetSetGo Coordinator**

- Organise registrations and sessions
- Recruit & support coaches & helpers

### **Grading Convenor**

- Organise grading night and grading committee
- Organise grading of teams at the beginning of season
- Organise grading rounds and adjustment of teams as necessary

### **Results Secretary**

- Enter Saturday scores into competition software
- Review and report weekly on player eligibility
- Update ladders and website

### **Equipment and Purchasing**

- Organise the acquisition of equipment for rep training and games
- Liaise with cleaners, canteen manager and first aid office regarding their purchasing
- Organise stock take at end of season

### **Uniform Manager**

- Organise the acquisition of uniform items
- Co-ordinate the sale of uniforms and other items over the season
- Organise stock take at end of season

### **Website/Social Media Editor**

- Manage the website and social media pages
- Keep up to date and keep as a useful resource for all Association Members
- Liaise with committee to acquire information

### **Fundraising**

- Organise all fundraising events throughout the year
- Liaise with Rep Team Coordinator to organise parent helpers for BBQ and other Rep events

### **Sponsorship**

- Organise and market corporate sponsorship
- Organise and market Rep player sponsorship
- Liaise with sponsors regarding promotions throughout the year

### **Facilities and Staffing Manager**

- Coordinate all repair and maintenance at the courts and pavilion
- Point of contact pavilion cleaners, court cleaners, canteen manager and first aid