



HI-LITES NETBALL CLUB

Reg. No. 3862

Position Title	President
Status	Committee Volunteer
Hi-Lites Netball Club	Hi-Lites Netball Club is a non-profit sporting club that prides itself on being a family-friendly club where all players at all levels are welcome. We encourage sportsmanship, team morale, and family participation.
Expenses	Pre-agreed out-of-pocket expenses will be reimbursed
Remuneration	N/A
Commitment	<ul style="list-style-type: none"> ● 2-4 hours per week for correspondence and committee tasks ● 2-4 hours per week on Business Development (Sponsorship/Net Set GO/ new teams) ● 2 hours bi-monthly to attend Committee Meetings ● 3 hours for Club Annual General Meeting (AGM) <p>NB The position is usually filled at the end of the financial year AGM and held for 24 months</p>
Compliance Requirements	<ul style="list-style-type: none"> ● Hold a current Working with Children Check ● Completion of any training required specific to the role ● Fulfil Child Safety requirements ● Hold a current Netball Victoria Membership (reimbursed by Hi-Lites Netball Club)
Primary Purpose of Position	
<ul style="list-style-type: none"> ● To lead the Hi-Lites Netball Club Committee in their overall management of the Club ● To uphold and promote the Values, Code of Conduct, Purpose Statement, and various policies of the Hi-Lites Netball Club ● To support all areas of club activities both on and off the court ● To ensure the Club is run efficiently administratively, financially, and socially ● To represent the club in wider relationships as agreed by the committee and manage strategy and direction of the club to ensure sustainability and future growth 	

Key Responsibilities	<p><i>To successfully undertake the role of President the role requires the person:</i></p> <ul style="list-style-type: none"> ● To be well informed of all club activities, especially those of all General Committee ● Have a good working knowledge of the constitution, governing body rules (WNA) ● Strong understanding of the legal and compliance obligations of running the club <p><i>Key governance responsibilities include ensuring the club:</i></p> <ul style="list-style-type: none"> ● Contributes to creating an environment that encourages sharing of information, ideas, and feedback ● When representing Hi-Lites Netball Club, the President presents the club in a professional and positive manner
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- Defines and documents its club culture and behaviours and continually communicates them to members, players, coaches, supporters, and volunteers
- Ensures the club has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved
- Implements strong financial controls to protect the cash and assets of the clubs as well as the volunteers handling the cash
- Ensures compliance and legislative obligation are met
- Ensure compliance and safety of all club participants
- Ensures all complaints and disputes are immediately investigated and responded to according to club policies and procedures
- All club positions, roles, and Committee members have regularly reviewed position descriptions or terms of references
- Activities are documented in operations manuals, policies, and procedures
- Volunteers are trained and supported throughout the year to undertake their roles successfully
- To be well-informed of all club activities
- To delegate and organise activities as required
- To regularly communicate with Committee Members, Team Managers, and Hi-Lites Community

Meetings, communication, and key relationships

The President will:

- Set the agenda for each committee meeting and AGM
- Chair committee meetings
- Chair the AGM
- Act as a spokesperson for the club and represent it at locally, regionally, and nationally as required
- Regularly liaises with Committee Members to ensure they receive assistance and support as and when they need it
- Ensures Committee Members, Team Managers, and Coaches fulfill their responsibilities to the club

Requirements

The President is expected to:

- Always act in the best interest of the members
- Attend all Committee meetings
- Undertake the role in good faith and honesty



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If at any stage the President becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other committee members.

End-of-Year Handover

Updating Key Documents:

- At the end of each financial year a key activity of the President will review and revise their Position Description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the Club Secretary prior to the AGM each financial year

Induction of the incoming President

- An important responsibility of an outgoing President is to train, mentor and support the incoming President

Essential Skills and Experience

- Effective communication skills
- Personal organisational skills
- Able to work independently and as part of a team
- Access to a computer, the internet, and basic computer skills
- Good leadership skills
- An outgoing personality
- Able to delegate tasks
- Passion to grow the club, to make a difference, to give something to the community
- Dispute/Conflict resolution skills