

# AMMNA SOPPs (Standard Operating Policies & Processes) GESOP010: Position Descriptions (PDs)

## SOPP Summary

This SOPP is a template that can be used as a base PD to source applications for vacant AMMNA committee positions.

PD Ref	Role Name
PD1	President
PD2	Vice President
PD3	Secretary
PD4	Treasurer
PD5	Domestic Director
PD6	International Director
PD7	Strategy & Game Development Director
PD8	Integrity Officer
PD9	Umpiring Director
PD10	Marketing & Communications Manager
PD11	Historian

## PD 1: President

<b>Position Description : President</b>	
Position Type:	Voluntary
Hours:	Approximately 10 – 15 hours per month
Reports to:	AMMNA Executive
<b>TERM:</b> The terms of this position are as follows:	
Commencement Date:	Annual General Meeting in the year of election (even years)
Time Frame:	Two year term
Resources:	Out of pocket expenses (pre approved by the management committee)
<b>KEY OBJECTIVE AND ROLES AND RESPONSIBILITIES</b>	
<b>KEY OBJECTIVES</b> To act as a leader representing the association and ensuring (in consultation with all relevant parties) the delivery of the goals and objectives of the club in accordance to the association rules and complete all legal and compliance obligations.	
<b>KEY ROLES AND RESPONSIBILITIES</b> <ul style="list-style-type: none"><li>• Attend meetings of the association and ensure meetings are conducted in an orderly manner and in accordance with the rules of the association.</li><li>• In conjunction with the management committee prioritise clubs goals (consistent with the views of members and the needs of the association) and lead the committee to achieve those goals</li><li>• Attend relevant meetings with Netball Australia and advocate for mens netball.</li><li>• Attend association competitions, events and activities, where possible</li><li>• Have a good working knowledge of the associations constitution, bylaws, policies and procedures and the duties of all office holders and any subcommittees</li><li>• Maintain a positive, forward-thinking approach to the growth and development of the association</li><li>• Implement good governance through documented up-to-date constitution and updated policies and procedures, ensuring compliance and legislative obligations are met</li><li>• Deal with disciplinary matters in accordance with the associations codes of conduct and disciplinary procedures</li><li>• Represent the association in a professional, positive and appropriate manner</li><li>• Delegate tasks to suitable personnel as necessary</li><li>• Ensure committee members understand the requirements of their roles and assist them to fulfill expectations</li><li>• Offer development training and monitor the performance of committee members</li><li>• As a member of the management committee, ensure a high standard of volunteer management practices are maintained</li><li>• In conjunction with the Management committee and members, develop &amp; maintain a strategic plan on behalf of the association outlining relevant future development</li><li>• Seek grant opportunities to support the vision of the association</li><li>• In consultation with management committee prepare a yearly budget</li><li>• In conjunction with the Treasurer review budget bimonthly</li><li>• Prepare an annual association report for submission to AMMNA Annual General meeting</li><li>• Prepare and submit a report as required for submission to management committee meetings</li><li>• Prepare a report to be given to the Secretary for inclusion in the annual report to be presented at the annual general meeting</li><li>• Perform other related activities as determined in consultation with the management committee</li><li>• Observe and implement all relevant legislation including Privacy Legislation</li></ul>	
<b>QUALIFICATION REQUIREMENTS</b>	
<ul style="list-style-type: none"><li>• Working knowledge Mynetball and other software systems in use.</li><li>• Hold a current blue card or be able to obtain one within a reasonable time of accepting the position</li><li>• Hold a current drivers licence to effectively carry-out some activities required</li><li>• Agree to undergo a criminal history check</li></ul>	

**SKILL REQUIREMENTS AND RELEVANT EXPERIENCE**

1. Experience and/or proven ability to fill a management role suitable for a not-for-profit, volunteer-based association, including a good understanding of the need for planning, administration needs and the ability to liaise with the management committee and association members
2. High standard of oral and written communication, including good listening skills, interpersonal and effective people management skills and the ability to speak in public
3. Good project management skills
4. Strong understanding of the legal, financial, ethical, moral requirements and compliance obligations of a not for profit association
5. High level of understanding of the financial management needs of the association operation, including some knowledge of good governance practices with the intent to gain further skills
6. A strong understanding of the needs of the association
7. The ability to separate personal and association interests, and act in the best interests of the club at all times whilst in the assigned role

**INTERACTION:** The position will be expected to interact with the following key stakeholders and individual positions:

AMMNA Management Committee AMMNA Operational Sub Committee's AMMNA State members & delegates	Netball Australia General public International Associations
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## PD 2: Vice President

<b>Position Description : Vice President</b>	
Position Type:	Voluntary
Hours:	Approximately 10 hours per month
Reports to:	AMMNA Executive
<b>TERM:</b> The terms of this position are as follows:	
Commencement Date:	Annual General Meeting in the year of election (odd)
Time Frame:	Must be available for a two term year
Resources:	Out of pocket expenses – (pre approved by the management committee)
<b>KEY OBJECTIVE AND ROLES AND RESPONSIBILITIES</b>	
<b>KEY OBJECTIVES</b> To support the Management Committee achieve the goals and objectives of the association, while maintaining high standards of policy implementation and communication within the association.	
<b>KEY ROLES AND RESPONSIBILITIES</b> <ul style="list-style-type: none"><li>• Work closely with Management Committee to achieve the objects of the association and to ensure its general wellbeing</li><li>• Support the President and must be ready to assume the president role if required.</li><li>• Knowledge and commitment mirrors that of the president.</li><li>• Maintain a positive, forward-thinking approach to the growth and development of the association, through the implementation of good governance, an up-to-date constitution and updated policies and procedures</li><li>• As a member of the management committee, ensure a high standard of volunteer management practices are maintained</li><li>• Develop and maintain an auditable asset register and be responsible for association asset management</li><li>• Be responsible for the management of association software programs</li><li>• Attend AMMNA Association Annual and General Meetings as required</li><li>• Attend associations events and activities, where possible</li><li>• Have a good working knowledge of the association constitution, rules, policies and procedures</li><li>• In conjunction with the Management Committee develop a strategic plan on behalf of the association outlining relevant future development</li><li>• Prepare and submit a report as required for submission to management committee meetings</li><li>• Prepare a report to be given to the Secretary for inclusion in the annual report to be presented at the annual general meeting</li><li>• Perform other related activities as determined in consultation with the management committee</li></ul>	
<b>QUALIFICATION REQUIREMENTS</b>	
<ul style="list-style-type: none"><li>• Working knowledge software systems</li><li>• Hold a current blue card or be able to obtain one within a reasonable time of accepting the position</li><li>• Hold a current drivers licence to effectively carry-out some activities required</li><li>• Agree to undergo a criminal history check</li></ul>	
<b>SKILL REQUIREMENTS AND RELEVANT EXPERIENCE</b>	
<ol style="list-style-type: none"><li>1. Experience and/or proven ability to fill a management role suitable for a not-for-profit, volunteer-based association, including a good understanding of the need for planning, administration needs and the ability to liaise with the management committee and association members</li><li>2. High standard of oral and written communication, including good listening skills, interpersonal and effective people management skills and the ability to speak in public</li><li>3. Good project management skills</li></ol>	

4. Strong understanding of the legal, financial, ethical, moral requirements and compliance obligations of a not for profit association
5. High level of understanding of the financial management needs of the association operation, including some knowledge of good governance practices
6. A strong understanding of the needs of the association
7. The ability to separate personal and association interests, and act in the best interests of the association at all times whilst in the assigned role

**INTERACTION:** The position will be expected to interact with the following key stakeholders and individual positions:

AMMNA Management Committee AMMNA Operational Sub Committee's AMMNA State members & delegates	Netball Australia General public International Associations
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### PD 3: Secretary

<b>Position Description : Secretary</b>	
Position Type:	Voluntary
Hours:	Approximately 10 hours per month
Reports to:	AMMNA Executive
<b>TERM:</b> The terms of this position are as follows:	
Commencement Date:	Annual General Meeting in the year of election
Time Frame:	Two year term
Resources:	Out of pocket expenses (pre-approved by the management committee)
<b>KEY OBJECTIVE AND ROLES AND RESPONSIBILITIES</b>	
<b>KEY OBJECTIVES</b>	
To ensure the professional management of association documentation, correspondence, meeting minutes and register of members	
<b>KEY ROLES AND RESPONSIBILITIES</b>	
<ul style="list-style-type: none"><li>● Attend meetings of the Association and its Management Committee and carry out directions given at such meetings</li><li>● Call all meetings of the association, prepare notices of meeting</li><li>● Prepare agenda of business to be conducted at meetings in conjunction with President</li><li>● Keep minutes of each meeting</li><li>● Keep copies of all correspondence and other documentation relating to the association</li><li>● Maintain a register of all members of the association</li><li>● Attend AMMNA Annual and General Meetings as required</li><li>● As a member of the management committee, ensure a high standard of volunteer management practices are maintained</li><li>● Attend association events and activities, where possible</li><li>● Have a good working knowledge of the association constitution, rules, policies and procedures and the duties of all office holders and any subcommittees</li><li>● Maintain a positive, forward-thinking approach to the growth and development of the association</li><li>● Implement good governance through documented up-to-date constitution and updated policies and procedures, ensuring compliance and legislative obligations are met</li><li>● Represent the association in a professional, positive and appropriate manner</li><li>● Delegate tasks to suitable personnel as necessary</li><li>● Perform other related activities as determined in consultation with the management committee</li></ul>	
<b>QUALIFICATION REQUIREMENTS</b>	
<ul style="list-style-type: none"><li>● Working knowledge software systems in use, MyNetball not a necessity.</li><li>● Hold a current blue card or be able to obtain one within a reasonable time of accepting the position</li><li>● Hold a current drivers licence to effectively carry-out some activities required</li><li>● Agree to undergo a criminal history check</li></ul>	
<b>SKILL REQUIREMENTS AND RELEVANT EXPERIENCE</b>	
<ol style="list-style-type: none"><li>1. Experience and/or proven ability to fill a management role suitable for a not-for-profit, volunteer-based association, including a good understanding of the need for planning, administration needs and the ability to liaise with the management committee and association members</li><li>2. High standard of oral and written communication, including good listening skills, interpersonal and effective people management skills and the ability to speak in public</li><li>3. Good project management skills</li><li>4. Strong understanding of the legal, financial, ethical, moral requirements and compliance obligations of a not for profit association</li></ol>	

5. High level of understanding of the financial management needs of the association operation, including some knowledge of good governance practices
6. A strong understanding of the needs of the association
7. The ability to separate personal and association interests, and act in the best interests of the club at all times whilst in the assigned role

**INTERACTION:** The position will be expected to interact with the following key stakeholders and individual positions:

AMMNA Management Committee AMMNA Operational Sub Committee's AMMNA State members & delegates	Netball Australia General public International Associations
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**SECRETARY DUTIES:**

- Update Management Committee member's details after AGM Distribute to – new exec, members, Office of Fair Trading and others as required
- Maintain contacts list – Sub Committee's
- Maintain an up-to-date Blue Card register (In conjunction with Integrity Officer)
- Attend Management committee meetings and keep minutes
- Convene special general meetings as required
- Call for Agenda items/motions (motions must be received at least 48 hours before meeting)
- Prepare agendas for meetings at least 24 hours before meeting
- Prepare a report and list of all correspondence (including emails) for meetings
- Keep minutes of all meetings and make available to Committee, members and life members as required
- Maintain records and files of all association business
- Maintain list of approved changes to By-laws and date they were approved
- Maintain register of all committee members, coaches/players/managers for future life member nominations (??)
- Receive nominations for life membership as per the constitution
- Distribute communication as required

**AGM**

- Send out Management Committee position nominations in accordance with the Constitution
- Notice of AGM to be given in accordance with the Constitution (place date on website)
- Call for committee reports for AGM when you send out AGM notice
- Forward nominations and agenda to members 10 days before AGM
- Prepare agenda for AGM and list of candidates for positions and distribute to members 10 days before AGM

## PD 4: Treasurer

<b>Position Description : Treasurer</b>	
Position Type:	Voluntary
Hours:	Approximately 30 hours per month
Reports to:	AMMNA Executive
<b>TERM:</b> The terms of this position are as follows:	
Commencement Date:	Annual General Meeting in the year of election
Time Frame:	Two year term
Resources:	Out of pocket expenses (pre-approved by the management committee)
<b>KEY OBJECTIVE AND ROLES AND RESPONSIBILITIES</b>	
<p><b>KEY OBJECTIVES</b></p> <p>To support the Management Committee in maintaining high standards of financial record keeping, policy implementation and communication within the association</p> <p><b>KEY ROLES AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>● Attend and provide suitable reports at meetings of the association and its Management Committee as required under the rules of the association <ul style="list-style-type: none"> <li>○ Profit and loss, balance sheet, asset register, accounts receivable, accounts payable</li> </ul> </li> <li>● Provide effective financial management to ensure the future financial stability and growth</li> <li>● Provide relevant financial information to members as requested, to ensure members clearly understand the allocation of association funds</li> <li>● Monitor income and expenditure to ensure all individuals maintain budgetary restraints and relevant processes</li> <li>● Implement strong financial controls to protect cash and assets of the club as well as the volunteers handling the cash</li> <li>● Provide financial reports and statements as required in accordance with the rules and government regulations (e.g. BAS and ATO requirements) and send to the Australian Tax Office and Office of Fair Trading</li> <li>● Be responsible for the development and monitoring of an annual budget – including maintenance and use of the Standard Chart of Accounts codes in the associations financial management software</li> <li>● Manage and provide information needed to conduct the annual audit</li> <li>● Oversee fees, levies and payments of the association – including the annual review of fees</li> <li>● Close all books on end of Financial Year each year and prepare all financial records as may be required by the association auditor</li> <li>● Present the audited profit and loss statement and balance sheet to the Annual General Meeting of the association</li> <li>● Furnish all books of account at any time to the office bearers on 14 days' notice</li> <li>● Attend association events and activities, where possible</li> <li>● Have a good working knowledge of the associations constitution, by-laws, policies and procedures</li> <li>● In conjunction with the Management Committee develop a strategic plan on behalf of the association outlining relevant future development</li> <li>● Prepare and submit a report as required for submission to management committee meetings</li> <li>● Prepare a report to be given to the Secretary for inclusion in the annual report to be presented at the annual general meeting</li> <li>● Perform other related activities as determined in consultation with the management committee</li> </ul>	
<b>QUALIFICATION REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>● Desirable to hold formal bookkeeping, accounting qualifications or relevant business or industry experience</li> <li>● Hold a current blue card or be able to obtain one within a reasonable time of accepting the position</li> <li>● Hold a current drivers licence to effectively carry-out some activities required</li> <li>● Agree to undergo a criminal history check</li> </ul>	



**SKILL REQUIREMENTS AND RELEVANT EXPERIENCE**

1. Experience and/or proven ability to fill a management role suitable for a not-for-profit, volunteer-based association, including a good understanding of the need for planning, administration needs and the ability to liaise with the management committee and association members
2. High standard of oral and written communication, including good listening skills, interpersonal and effective people management skills and the ability to speak in public
3. Good project management skills
4. Strong understanding of the legal, financial, ethical, moral requirements and compliance obligations of a not for profit association.
5. High level of understanding of the financial management needs of the association operation, including some knowledge of good governance practices
6. Desirable to hold formal bookkeeping, accounting qualifications or relevant business or industry experience
7. A strong understanding of the needs of the association
8. The ability to separate personal and association interests, and act in the best interests of the association at all times whilst in the assigned role

**INTERACTION:** The position will be expected to interact with the following key stakeholders and individual positions:

AMMNA Management Committee AMMNA Operational Sub Committee's AMMNA State members & delegates	Netball Australia General public International Associations
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## PD 5: Domestic Director

<b>Position Description : Domestic Director</b>	
Position Type:	Voluntary
Hours:	Approximately 10 - 15 hours per month
Reports to:	AMMNA Executive
<b>TERM:</b> The terms of this position are as follows:	
Commencement Date:	Annual General Meeting in the year of election (even)
Time Frame:	Must be available for a two term year
Resources:	Out of pocket expenses – (pre approved by the management committee)
<b>KEY OBJECTIVE AND ROLES AND RESPONSIBILITIES</b>	
<p><b>KEY OBJECTIVES</b></p> <p>To support to the Management Committee achieve the goals and objectives of the association, while maintaining high standards of policy implementation and communication within the association.</p> <p><b>KEY ROLES AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>● Plan and coordinate activities in conjunction with the host state for holding all domestic “national” tournaments including the annual Australian Championships</li> <li>● Work closely with Management Committee to achieve the objects of the association and to ensure its general wellbeing</li> <li>● Maintain a positive, forward-thinking approach to the growth and development of the association, through the implementation of good governance, an up-to-date constitution and updated policies and procedures</li> <li>● As a member of the management committee, ensure a high standard of volunteer management practices are maintained</li> <li>● Responsible for Australian Championships Annually.</li> <li>● Create, maintain and develop professional standard for the championships to continue to grow yearly</li> <li>● Liaise and manage host state processes and ensure desired outcomes are achieved.</li> <li>● Report to management committee regarding the process of the championships planning on a regular basis.</li> <li>● Delegate tasks where required</li> <li>● Produce a draw which is suitable for player management, effective team selection and live streaming efficiencies.</li> <li>● Successfully support &amp; negotiate with other executive positions to ensure a seamless transition between roles and responsibilities which cross over.</li> <li>● Conduct evaluation assessments annually and prepare for executive.</li> <li>● Work alongside Live Streaming producer to ensure our product maintains a professional perspective, and manage the operational logistics in conjunction with the host state.</li> <li>● Attend AMMNA Association Annual and General Meetings as required</li> <li>● Attend associations events and activities, where possible</li> <li>● Have a good working knowledge of the association constitution, rules, policies and procedures</li> <li>● In conjunction with the Management Committee develop a strategic plan on behalf of the association outlining relevant future development</li> <li>● Prepare and submit a report as required for submission to management committee meetings</li> <li>● Prepare a report to be given to the Secretary for inclusion in the annual report to be presented at the annual general meeting</li> <li>● Perform other related activities as determined in consultation with the management committee</li> </ul>	
<b>QUALIFICATION REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>● Working knowledge software systems</li> <li>● Previous experience with event planning</li> <li>● Hold a current blue card or be able to obtain one within a reasonable time of accepting the position</li> <li>● Hold a current drivers licence to effectively carry-out some activities required</li> </ul>	

- Agree to undergo a criminal history check

**SKILL REQUIREMENTS AND RELEVANT EXPERIENCE**

1. Experience and/or proven ability to fill a management role suitable for a not-for-profit, volunteer-based association, including a good understanding of the need for planning, administration needs and the ability to liaise with the management committee and association members
2. High standard of oral and written communication, including good listening skills, interpersonal and effective people management skills and the ability to speak in public
3. Good project management skills
4. Effective Rapport with members and operational volunteers
5. High level negotiation skills
6. Strong understanding of the legal, financial, ethical, moral requirements and compliance obligations of a not for profit association
7. High level of understanding of the financial management needs of the association operation, including some knowledge of good governance practices
8. A strong understanding of the needs of the association
9. The ability to separate personal and association interests, and act in the best interests of the association at all times whilst in the assigned role

**INTERACTION:** The position will be expected to interact with the following key stakeholders and individual positions:

AMMNA Management Committee  
 AMMNA Operational Sub Committee's  
 AMMNA State members & delegates

Netball Australia  
 General public  
 International Associations  
 Contractors and Suppliers

## PD 6: International Director

<b>Position Description : International Director</b>	
Position Type:	Voluntary
Hours:	Approximately 10 - 15 hours per month
Reports to:	AMMNA Executive
<b>TERM:</b> The terms of this position are as follows:	
Commencement Date:	Annual General Meeting in the year of election (odd)
Time Frame:	Must be available for a two term year
Resources:	Out of pocket expenses – (pre approved by the management committee)
<b>KEY OBJECTIVE AND ROLES AND RESPONSIBILITIES</b>	
<p><b>KEY OBJECTIVES</b></p> <p>To support to the Management Committee achieve the goals and objectives of the association, while maintaining high standards of policy implementation and communication within the association.</p>	
<p><b>KEY ROLES AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>● Plan and coordinate activities in conjunction with the host state for holding International tournament held in Australia</li> <li>● Plan and coordinate activities for Australian Representative touring teams</li> <li>● Work closely with Management Committee to achieve the objects of the association and to ensure its general wellbeing</li> <li>● Maintain a positive, forward-thinking approach to the growth and development of the association, through the implementation of good governance, an up-to-date constitution and updated policies and procedures</li> <li>● As a member of the management committee, ensure a high standard of volunteer management practices are maintained</li> <li>● Liaise between International associations on the associations behalf</li> <li>● Negotiate international tours in a timely manner</li> <li>● Work with Treasurer to prepare a tour budget for each tour and participant</li> <li>● Present tour information to management committee for approval</li> <li>● Call for nominations, ratify and delegate information to Council of iminant selectors &amp; Domestic Director</li> <li>● Advise Domestic Director of selection awards required.</li> <li>● Plan and co ordinate international tours, overseas and in Australia.</li> <li>● Tours within Australia; create a working group to run this event.</li> <li>● Attend AMMNA Association Annual and General Meetings as required</li> <li>● Attend associations events and activities, where possible</li> <li>● Have a good working knowledge of the association constitution, rules, policies and procedures</li> <li>● In conjunction with the Management Committee develop a strategic plan on behalf of the association outlining relevant future development</li> <li>● Prepare and submit a report as required for submission to management committee meetings</li> <li>● Prepare a report to be given to the Secretary for inclusion in the annual report to be presented at the annual general meeting</li> <li>● Perform other related activities as determined in consultation with the management committee</li> </ul>	
<b>QUALIFICATION REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>● Working knowledge software systems</li> <li>● Hold a current blue card or be able to obtain one within a reasonable time of accepting the position</li> <li>● Hold a current drivers licence to effectively carry-out some activities required</li> <li>● Agree to undergo a criminal history check</li> </ul>	
<b>SKILL REQUIREMENTS AND RELEVANT EXPERIENCE</b>	
<ol style="list-style-type: none"> <li>1. Experience and/or proven ability to fill a management role suitable for a not-for-profit, volunteer-based association, including a good understanding of the need for planning,</li> </ol>	

administration needs and the ability to liaise with the management committee and association members

2. High standard of oral and written communication, including good listening skills, interpersonal and effective people management skills and the ability to speak in public
3. Good project management skills
4. Rapport with international associations, and delegates
5. High level negotiation skills
6. Strong understanding of the legal, financial, ethical, moral requirements and compliance obligations of a not for profit association
7. High level of understanding of the financial management needs of the association operation, including some knowledge of good governance practices
8. A strong understanding of the needs of the association
9. The ability to separate personal and association interests, and act in the best interests of the association at all times whilst in the assigned role

**INTERACTION:** The position will be expected to interact with the following key stakeholders and individual positions:

AMMNA Management Committee  
AMMNA Operational Sub Committee's  
AMMNA State members & delegates

Netball Australia  
General public  
International Associations

## PD 7: Strategy & Game Development Director

<b>Position Description : Strategy &amp; Game Development Director</b>	
Position Type:	Voluntary
Hours:	Approximately 10 - 15 hours per month
Reports to:	AMMNA Executive
<b>TERM:</b> The terms of this position are as follows:	
Commencement Date:	Annual General Meeting in the year of election (odd)
Time Frame:	Must be available for a two term year
Resources:	Out of pocket expenses – (pre approved by the management committee)
<b>KEY OBJECTIVE AND ROLES AND RESPONSIBILITIES</b>	
<p><b>KEY OBJECTIVES</b></p> <p>To support to the Management Committee achieve the goals and objectives of the association, while maintaining high standards of policy implementation and communication within the association.</p> <p><b>KEY ROLES AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Work closely with Management Committee to achieve the objects of the association and to ensure its general wellbeing</li> <li>• Maintain a positive, forward-thinking approach to the growth and development of the association, through the implementation of good governance, an up-to-date constitution and updated policies and procedures</li> <li>• As a member of the management committee, ensure a high standard of volunteer management practices are maintained</li> <li>• Develop, maintain and evaluate governance procedures and documentation to ensure AMMNA is always working at the highest level of integrity and professionalism.</li> <li>• Attend AMMNA Association Annual and General Meetings as required</li> <li>• Attend associations events and activities, where possible</li> <li>• Have a good working knowledge of the association constitution, rules, policies and procedures</li> <li>• In conjunction with the Management Committee develop a strategic plan on behalf of the association outlining relevant future development</li> <li>• Look to the future direction of the Association</li> <li>• The development of competition domestically and internationally</li> <li>• Prepare and submit a report as required for submission to management committee meetings</li> <li>• Prepare a report to be given to the Secretary for inclusion in the annual report to be presented at the annual general meeting</li> <li>• Perform other related activities as determined in consultation with the management committee</li> </ul>	
<b>QUALIFICATION REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>• Working knowledge software systems</li> <li>• Hold a current blue card or be able to obtain one within a reasonable time of accepting the position</li> <li>• Hold a current drivers licence to effectively carry-out some activities required</li> <li>• Agree to undergo a criminal history check</li> </ul>	
<b>SKILL REQUIREMENTS AND RELEVANT EXPERIENCE</b>	
<ol style="list-style-type: none"> <li>1. Experience and/or proven ability to fill a management role suitable for a not-for-profit, volunteer-based association, including a good understanding of the need for planning, administration needs and the ability to liaise with the management committee and association members</li> <li>2. High standard of oral and written communication, including good listening skills, interpersonal and effective people management skills and the ability to speak in public</li> <li>3. Good project management skills</li> <li>4. Strong understanding of the legal, financial, ethical, moral requirements and compliance obligations of a not for profit association</li> </ol>	

5. High level of understanding of the financial management needs of the association operation, including some knowledge of good governance practices
6. A strong understanding of the needs of the association
7. The ability to separate personal and association interests, and act in the best interests of the association at all times whilst in the assigned role

**INTERACTION:** The position will be expected to interact with the following key stakeholders and individual positions:

AMMNA Management Committee AMMNA Operational Sub Committee's AMMNA State members & delegates	Netball Australia General public International Associations Contractors and Suppliers
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## PD 8: Integrity Officer

<b>Position Description : Integrity Officer</b>	
Position Type:	Voluntary
Hours:	Approximately 10 - 15 hours per month
Reports to:	AMMNA Executive
<b>TERM:</b> The terms of this position are as follows:	
Commencement Date:	Annual General Meeting in the year of election (odd)
Time Frame:	Must be available for a two term year
Resources:	Out of pocket expenses – (pre approved by the management committee)
<b>KEY OBJECTIVE AND ROLES AND RESPONSIBILITIES</b>	
<p><b>KEY OBJECTIVES</b></p> <p>To support the Management Committee achieve the goals and objectives of the association, while maintaining high standards of policy implementation and communication within the association.</p>	
<p><b>KEY ROLES AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Work with participants to ensure that behavior is consistent with the By-Laws</li> <li>• Work closely with Management Committee to achieve the objects of the association and to ensure its general wellbeing</li> <li>• Maintain a positive, forward-thinking approach to the growth and development of the association, through the implementation of good governance, an up-to-date constitution and updated policies and procedures</li> <li>• As a member of the management committee, ensure a high standard of volunteer management practices are maintained</li> <li>• Develop, maintain and evaluate governance procedures and documentation to ensure AMMNA is always working at the highest level of integrity and professionalism.</li> <li>• Attend AMMNA Association Annual and General Meetings as required</li> <li>• Attend associations events and activities, where possible</li> <li>• Have a good working knowledge of the association constitution, rules, policies and procedures</li> <li>• In conjunction with the Management Committee develop a strategic plan on behalf of the association outlining relevant future development</li> <li>• Prepare and submit a report as required for submission to management committee meetings</li> <li>• Provide leadership to the Association in the areas of ethics and integrity</li> <li>• Ensure the Constitution and By-Laws are kept up to date</li> <li>• Ensure Incidents and Complaints are investigated carried out and appropriate actions are recommended</li> <li>• Prepare a report to be given to the Secretary for inclusion in the annual report to be presented at the annual general meeting</li> <li>• Perform other related activities as determined in consultation with the management committee</li> </ul>	
<b>QUALIFICATION REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>• Working knowledge software systems</li> <li>• Hold a current blue card or be able to obtain one within a reasonable time of accepting the position</li> <li>• Hold a current drivers licence to effectively carry-out some activities required</li> <li>• Agree to undergo a criminal history check</li> </ul>	
<b>SKILL REQUIREMENTS AND RELEVANT EXPERIENCE</b>	
<ol style="list-style-type: none"> <li>1. Experience and/or proven ability to fill a management role suitable for a not-for-profit, volunteer-based association, including a good understanding of the need for planning, administration needs and the ability to liaise with the management committee and association members</li> <li>2. High standard of oral and written communication, including good listening skills, interpersonal and effective people management skills and the ability to speak in public</li> <li>3. Good project management skills</li> </ol>	



4. Strong understanding of the legal, financial, ethical, moral requirements and compliance obligations of a not for profit association
5. High level of understanding of the financial management needs of the association operation, including some knowledge of good governance practices
6. A strong understanding of the needs of the association
7. The ability to separate personal and association interests, and act in the best interests of the association at all times whilst in the assigned role

**INTERACTION:** The position will be expected to interact with the following key stakeholders and individual positions:

AMMNA Management Committee AMMNA Operational Sub Committee's AMMNA State members & delegates	Netball Australia General public International Associations Contractors and Suppliers
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## PD 9: Umpiring Director

<b>Position Description : Umpiring Director</b>	
Position Type:	Voluntary
Hours:	Approximately 10 hours per month
Reports to:	AMMNA Executive
<b>TERM:</b> The terms of this position are as follows:	
Commencement Date:	Annual General Meeting in the year of election (even)
Time Frame:	Must be available for a two term year
Resources:	Out of pocket expenses – (pre approved by the management committee)
<b>KEY OBJECTIVE AND ROLES AND RESPONSIBILITIES</b>	
<p><b>KEY OBJECTIVES</b></p> <p>To support to the Management Committee achieve the goals and objectives of the association, while maintaining high standards of policy implementation and communication within the association.</p>	
<p><b>KEY ROLES AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>● Plan and coordinate activities associated with umpiring for the Association</li> <li>● Work closely with Management Committee to achieve the objects of the association and to ensure its general wellbeing</li> <li>● Maintain a positive, forward-thinking approach to the growth and development of the association, through the implementation of good governance, an up-to-date constitution and updated policies and procedures</li> <li>● As a member of the management committee, ensure a high standard of volunteer management practices are maintained</li> <li>● Responsible for Championships Umpire Pool</li> <li>● Create, maintain and develop professional standards for the National Umpiring pool.</li> <li>● Liaise and manage host state processes and ensure desired outcomes are achieved in regards to umpire fitness expectations &amp; mentoring.</li> <li>● Ensure a panel of Umpire mentors are working with Umpires during the championships</li> <li>● Conduct evaluation assessments annually and prepare for executive.</li> <li>● Attend AMMNA Association Annual and General Meetings as required</li> <li>● Attend associations events and activities, where possible</li> <li>● Have a good working knowledge of the association constitution, rules, policies and procedures</li> <li>● In conjunction with the Management Committee develop a strategic plan on behalf of the association outlining relevant future development</li> <li>● Prepare and submit a report as required for submission to management committee meetings</li> <li>● Prepare a report to be given to the Secretary for inclusion in the annual report to be presented at the annual general meeting</li> <li>● Perform other related activities as determined in consultation with the management committee</li> </ul>	
<b>QUALIFICATION REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>● Working knowledge software systems</li> <li>● Umpiring National B Badge (?)</li> <li>● Hold a current blue card or be able to obtain one within a reasonable time of accepting the position</li> <li>● Hold a current drivers licence to effectively carry-out some activities required</li> <li>● Agree to undergo a criminal history check</li> </ul>	
<b>SKILL REQUIREMENTS AND RELEVANT EXPERIENCE</b>	
<ol style="list-style-type: none"> <li>1. Experience and/or proven ability to fill a management role suitable for a not-for-profit, volunteer-based association, including a good understanding of the need for planning, administration needs and the ability to liaise with the management committee and association members</li> <li>2. High standard of oral and written communication, including good listening skills, interpersonal and effective people management skills and the ability to speak in public</li> </ol>	

3. Good project management skills
4. Effective Rapport with members and operational volunteers
5. Provide feedback effectively
6. Strong understanding of the legal, financial, ethical, moral requirements and compliance obligations of a not for profit association
7. High level of understanding of the financial management needs of the association operation, including some knowledge of good governance practices
8. A strong understanding of the needs of the association
9. The ability to separate personal and association interests, and act in the best interests of the association at all times whilst in the assigned role

**INTERACTION:** The position will be expected to interact with the following key stakeholders and individual positions:

AMMNA Management Committee AMMNA Operational Sub Committee's AMMNA State members & delegates	Netball Australia General public International Associations Contractors and Suppliers
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## PD 10: Marketing & Communication Manager

<b>Position Description : Marketing &amp; Communications Manager</b>	
Position Type:	Voluntary
Hours:	Variable
Reports to:	AMMNA Executive
<b>TERM:</b> The terms of this position are as follows:	
Commencement Date:	Annual General Meeting in the year of election
Time Frame:	Must be available for a one term year
Resources:	Out of pocket expenses – (pre approved by the management committee)
<b>KEY OBJECTIVE AND ROLES AND RESPONSIBILITIES</b>	
<p><b>KEY OBJECTIVES</b></p> <p>To support the AMMNA Executive achieve the goals and objectives of the association, while maintaining high standards of policy implementation and communication within the association.</p> <p><b>KEY ROLES AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>● Work closely with AMMNA Executive to achieve the objects of the association</li> <li>● Maintain a positive, forward-thinking approach to the growth and development of the association through marketing and use of social media</li> <li>● As a member of the management committee, ensure a high standard of management practices are maintained</li> <li>● Create and implement marketing plans for AMMNA and provide support to state social media managers or equivalent for better marketing processes</li> <li>● Develop press releases where applicable</li> <li>● Evaluate use and effectiveness of social media pre, during and post-Australian Championships and AMMNA-hosted events.</li> <li>● Create content for AMMNA social media platforms</li> <li>● Attend AMMNA Annual and General Meetings as required</li> <li>● Attend association events and activities where possible</li> <li>● Have a good working knowledge of the association constitution, rules, policies and procedures</li> <li>● In conjunction with the AMMNA Executive develop a strategic plan outlining relevant future development</li> <li>● Prepare and submit a report for each AGM and relevant Executive and state member meetings</li> <li>● Prepare a report (to the Secretary) for inclusion in the annual report presented at the AGM</li> <li>● Perform other related activities as determined in consultation with the AMMNA Executive</li> <li>● Website management</li> </ul>	
<b>QUALIFICATION REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>● Working knowledge of social media platforms Facebook, Instagram, Twitter (essential) WordPress, SEO and Google Analytics (preferred)</li> <li>● Proficiency in MS Office</li> <li>● Knowledge and understanding of marketing strategies</li> <li>● Hold a current blue card (WWCC) or be able to obtain one</li> <li>● Hold a current drivers licence to effectively carry-out some activities required (preferred)</li> <li>● Agree to undergo a criminal history check</li> </ul>	
<b>SKILL REQUIREMENTS AND RELEVANT EXPERIENCE</b>	
<ol style="list-style-type: none"> <li>1. Experience and/or proven ability to fill a management role suitable for a not-for-profit, volunteer-based association, including a good understanding of the need for planning, administration needs and the ability to liaise with the AMMNA Executive and state members</li> <li>2. High standard of oral and written communication, including listening, interpersonal and effective people management skills and public speaking ability</li> <li>3. Strong planning and project management skills</li> <li>4. Understanding of the legal, financial, ethical, moral requirements and compliance obligations of a not-for-profit</li> <li>5. High level of understanding of the financial management needs of AMMNA operations, including knowledge of good governance practices</li> <li>6. Strong understanding of the needs of AMMNA</li> </ol>	

7. The ability to separate personal and association interests, and act in the best interests of AMMNA whilst in the assigned role

**INTERACTION:** The position will be expected to interact with the following key stakeholders and individual positions:

AMMNA Management Committee  
AMMNA Operational Sub Committee's  
AMMNA State members & delegates

Netball Australia  
General public  
International Associations  
Contractors and Suppliers

## PD 11: Historian

<b>Position Description : Historian</b>	
Position Type:	Voluntary
Hours:	Approximately 15 - 20 hours per month
Reports to:	AMMNA Executive
<b>TERM:</b> The terms of this position are as follows:	
Commencement Date:	Annual General Meeting in the year of election
Time Frame:	Must be available for a one term year
Resources:	Out of pocket expenses – (pre approved by the management committee)
<b>KEY OBJECTIVE AND ROLES AND RESPONSIBILITIES</b>	
<p><b>KEY OBJECTIVES</b></p> <p>To research, analyse, interpret and present the history of Men's and Mixed Netball in Australia in line with the objects of the AMMNA Executive for collection and presentation of historical data.</p> <p><b>KEY ROLES AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>● Develop and implement what/how we collect/record/publish our history</li> <li>● Work closely with AMMNA Executive to achieve the goals of the association</li> <li>● Utilising a variety of publicly available resources, research the history of Men's and Mixed Netball in Australia.</li> <li>● Compile a database of resources and historical information</li> <li>● Access past members to collect non-public historical information including stories, images and oral histories.</li> <li>● Assist states with appropriate methods of archiving important historical materials</li> <li>● Prepare and present historical information in conjunction with AMMNA Executive guidelines for the presentation of these materials.</li> </ul>	
<b>QUALIFICATION REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>● Tertiary qualifications or equivalent experience in heritage research and interpretation.</li> <li>● Working knowledge of historical research platforms including TROVE</li> <li>● Practical experience in presentation of historical information through publications and exhibitions.</li> <li>● Proficiency in MS Office suite specifically Excel</li> <li>● Hold a current blue card (WWCC) or be able to obtain one</li> <li>● Hold a current drivers licence to effectively carry-out some activities required (preferred)</li> <li>● Agree to undergo a criminal history check</li> </ul>	
<b>SKILL REQUIREMENTS AND RELEVANT EXPERIENCE</b>	
<ol style="list-style-type: none"> <li>1. Experience and/or proven ability to fill a management role suitable for a not-for-profit, volunteer-based association, including a good understanding of the need for planning, administration needs and the ability to liaise with the AMMNA Executive and state members</li> <li>2. High standard of oral and written communication, including listening, interpersonal and effective people management skills and public speaking ability</li> <li>3. Strong planning and project management skills</li> <li>4. Understanding of the legal, financial, ethical, moral requirements and compliance obligations of a not-for-profit</li> <li>5. Understanding of the moral and ethical responsibilities for presenting the past where it specifically pertains to Indigenous cultures.</li> <li>6. High level of understanding of the financial management needs of AMMNA operations, including knowledge of good governance practices</li> <li>7. Strong understanding of the needs of AMMNA</li> <li>8. The ability to separate personal and association interests, and act in the best interests of AMMNA whilst in the assigned role</li> </ol>	
<b>INTERACTION:</b> The position will be expected to interact with the following key stakeholders and individual positions:	

AMMNA Management Committee AMMNA Operational Sub Committee's AMMNA State members & delegates	Netball Australia General public
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