

***ALL are VOLUNTEER POSITIONS**

MANAGEMENT COMMITTEE	
OFFICIAL POSITIONS	JOB DESCRIPTION SUMMARY
PRESIDENT	Meet monthly: Set goals and budgets Formulate policies Overall management.
TREASURER	
SECRETARY	
GENERAL COMMITTEE x5	

PROJECT OFFICER	COMMITMENT
	<i>Project Officers may be asked to attend Committee Meetings where relevant</i>
Boroondara Express subcommittee = Management of Victorian Netball League teams	<ul style="list-style-type: none"> • Coordinate selections, team functions, superclinics • Organise and distribute uniform, equipment • Appoint coaches and team personnel • Recruit and manage sponsors • Comply with Netball Victoria administrative requirements
Boroondara Power subcommittee = Management of Association Representative teams	<ul style="list-style-type: none"> • Coordinate selections, team functions • Organise and distribute uniform, equipment • Appoint and mentor coaches • Talent identification • Organise tournaments for teams
JuniorNet coordinator = Fridays 3.30 – 5.30, Terms 2, 3, 4	<ul style="list-style-type: none"> • Organise registrations, groups • Organise T shirts, trophies, balls • Organise & support coaches & court supervisors
Monday Night Mixed Competition coordinator = Mondays 6.30 – 9.30, after VNL season	<ul style="list-style-type: none"> • Team registrations • Grading and fixtures • Coordinate umpires • Organise finals / trophies
Kiosk & BBQ Manager = All Saturdays	<ul style="list-style-type: none"> • Food Safety certificate • Order & purchase supplies • Prepare & cook sausages, onions • Coordinate kiosk staff rosters
Fund raising / Grants / Sponsorship	<ul style="list-style-type: none"> • Apply for grants • Recruit and manage sponsors
Coach Coordinator	<ul style="list-style-type: none"> • Organise & coordinate coach courses • Assist Saturday clubs / teams to find coaches • Mentor and develop Boroondara Power coaches
Umpire development	<ul style="list-style-type: none"> • Organize & coordinate umpire courses • Recruit & coordinate umpire supervisors & badge trainers • Organise and coordinate badge testing
Umpire Roster	<i>Prepare the weekly Saturday Umpire roster</i>
Boroondara Sports Complex sub-committee	<i>Meeting bi-monthly</i>
Membership data base	<i>Monitoring membership data entry March / April</i>
Newsletter / Website stories & articles	<i>As required</i>
Anything else we need!!!	<i>As required</i>