

Job Title:	President
Reports to:	Committee & Serves the Members
Date of Effect:	1 February 2020

Mission	To provide a happy, safe and inclusive environment for our players, coaches, umpires and volunteers and we continually look for ways to make a positive impact for our netball community.
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Primary Job Purpose	As a member of the WNC Committee, the President is responsible for facilitating the environment and experience for all members. Chairing the Committee, translating the member's feedback into priorities that will make a positive impact for our community.
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Job Responsibilities	<p>Facilitate the leadership of the WNC Committee</p> <ul style="list-style-type: none"> • Maintain an up to date Club Charter and review appropriate governance to ensure it is fit for purpose • Facilitate a fair a transparent process for appointment of roles • Clearly define committee member job descriptions with specific duties • Chair committee meetings including draft agenda, call for items and approve minutes • Monitor committee members executing duties in line with club behaviours and standards. <p>Contribute to the advancement of KNA</p> <ul style="list-style-type: none"> • Ensure committee adhere to KNA by-laws as an affiliated member • Ensure all members are appropriately advised of relevant KNA matters • Maintain a strong relationship with local council and local members state and federal government <p>Ensure the safeguarding of participants, coaches, managers officials and families</p> <ul style="list-style-type: none"> • Adhere to NSW working with Children Checks for all required volunteers • Adhere to KNA and Netball New South Wales standards. <p>Conflict resolution policies and procedures</p> <ul style="list-style-type: none"> • Annually review the policies and procedures for WNC to ensure they are current • Table prior to the commencement of the season an induction or information session for coaches, managers and officials to adhere to the policies and procedures • Maintain accurate records for conflict resolution. <p>Oversee financial management</p> <ul style="list-style-type: none"> • Approve the bank signatories • Approve via the committee the annual budget including registration fees • Align the WNC investment with the strategic priorities identified by the committee and annual member survey. <p>Identify, monitor and evaluate progress against strategic priorities</p> <ul style="list-style-type: none"> • Facilitate an annual survey to members reviewing the previous season
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	<ul style="list-style-type: none"> • Facilitate the prioritisation of critical success factors • Align resources to deliver against strategic priorities. <p>Media, Marketing and Communications</p> <ul style="list-style-type: none"> • Ensure the Secretary advises the President of any relevant communication coming into or from the WNC Committee • Ensure website, Facebook and Instagram are all maintained to a high standard • Enable easy access for volunteers to find relevant information to execute their duties • Introduce digital and social media to both recruit, retain and recognise WNC.
Volunteer Management	<p>Be visible and accessible to members supporting the Committee members to execute their roles:</p> <ul style="list-style-type: none"> • Endeavour to keep ‘finger on the pulse’ of WNC members • Clearly define the role of the Vice President • Monitor the financial management supporting the Treasurer • Monitor the inbox/outbox supporting the Secretary • Support the Registrar • Support the Grading Coordinator • On game day be visible and accessible to coaches and managers for support
Budget Management	<p>Bank Signatory Sign off audit</p>

JOB HOLDER CAPABILITIES	
Skills and Experience	<ul style="list-style-type: none"> • Persuading and Influencing • Relating and Networking • Formulating Strategies and Concepts • Deciding and Initiating Action • Leading and Supervising • Presenting and Communicating Information • Analysing • Adapting and Responding to Change • Creating and Innovating