

NETTA CONVENOR

Position type:	Voluntary
Reports to:	Mountain Creek Netball Club Committee

GENERAL DESCRIPTION & ROLES AND RESPONSIBILITIES

- Attend all sign on dates and liaise with Registrar
- Organise goal posts to be raised and lowered before and after games as required
- Report to the Mountain Creek Netball Club Committee as required
- Arrange trophies/awards for end of season in conjunction with Registrar
- Follow the Guidelines as set by the Mountain Creek Netball Club Committee

ADDITIONAL INFORMATION

Qualifications and Education Requirements (if any)

Hold a current blue card or be able to obtain one within a reasonable time of accepting the position

Preferred Skills

- Strengths in organisation and record keeping
- Strengths in written and oral communication
- Ability to function in a team environment with evenly distributed responsibilities
- Ability to create/source and implement organisation's administration and management requirements
- Where necessary, has appropriate training, accreditation or qualifications to ensure their responsibilities are carried out within the organisation
- IT competency – familiar with basic operating systems, Microsoft Office, internet and email
- To acknowledge the requirement for separation of personal interest and association matters, and act in the best interest of the association at all times whilst in the assigned role