



KINGSWAY ANCHORS STEELERS Netball Club^{INC}

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Web - <http://steelersnetballclub.webs.com>
INCORPORATED REGISTRATION No: A1019454

Established 2014

2020 Kingsway Anchors STEELERS Netball Club INC Committee Positions and Nomination Form

Thinking about helping out your club for the 2020 season. How about joining the 2020 committee?

Below is a brief description of the duties involved for each committee position. Our club is very well organised: each position comes with a detailed job description including a task list and calendar of events. Our documentations are transparent and available for you to make your own.

To nominate for a position please complete the 2020 committee nomination form by 01.02.2020. In the event there are more than one nomination the position will go to the members at the AGM to vote. Any vacant committee positions will go to the floor for late nominations at the AGM.

PRESIDENT

Responsible for the overall running of the club. Chairs committee and general and annual meetings. Supports all portfolios and liaises with members

VICE PRESIDENT

This role is considered a learning position with a view of becoming President. They assist with various projects during the year and run our sponsorship program and volunteer management program.

SECRETARY

Responsible for organising club meetings, recording minutes and advising members of meeting details. Assists with emails, recording all correspondence, newsletters and other club news.

TREASURER

Collection and banking of all monies due to the club. Payment of all club invoices and reconciliation of the club accounts. Ideally suited to a person with computer and record keeping skills – MYOB is an option

Collection and maintenance of members records including registration papers, My Netball lodgement, Association registrations and the creation and distribution of team lists. Records and maintains games played throughout the season

UMPIRE CO-ORDINATOR

Responsible for organising umpires for teams during competition, carnivals, grading and scratch matches. Organises contracts and round by round budgets and invoices. Organises weekly payments for necessary umpires and is responsible for the distribution of development opportunities. Works with the team umpires preparing their manual and monitoring the appropriate Facebook group

UNIFORM CO-ORDINATOR

Responsible for taking orders from members, placing orders with suppliers, record keeping and following up payments with the club treasurer and distributing orders to members. Required to have stock on hand for immediate member purchase.

EQUIPMENT CO-ORDINATOR

Responsible for the record keeping, maintenance, distribution and collection of all club equipment for match day teams, carnivals, grading, fitness and specialist sessions

REGISTRAR

PLAYER DEVELOPMENT



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Responsible for the organisation and implementation of the club fitness sessions, carnivals and specialist's sessions. Works with the team captains-preparing their manual and providing inspiration and guidance – monitoring the appropriate Facebook group. Also, responsible for distributing information to members regarding playing development opportunities. Will work closely with the club president to ensure each team has enough players each game day.

COACH DEVELOPMENT

Responsible for ensuring each team has a suitable caretaker coach and manager each Saturday. Works with the team coaches and managers-preparing their manual and providing assistance where needed – monitoring the appropriate Facebook groups. Also, responsible for distributing information to members regarding coaching development opportunities. Will work closely with the club president to ensure each team has a coach each game day.

EVENTS CO-ORDINATOR

Responsible for the organising and implementation of the club events including the annual club day, cake stall, end of year function and bi-annually the charity event.



FUNDRAISING CO-ORDINATOR

Responsible for the organising and implementation of the club fundraising adventures including the chocolate drive, pre-season Bunnings BBQ and raffles.

SOCIAL MEDIA WEB AND PHOTOGRAPHY

Responsible for the maintenance of the clubs advertising Facebook page (including promoting member of the week), active members Facebook group, Instagram and web page. Also, responsible for organising, editing and printing the club team photographs and individual action shots.

YEARBOOK CO-ORDINATOR

Responsible for the organising and publishing of the current years year book in time for the following AGM. Also, responsible for the design and printing of the current years history banner

JUNIOR CO-ORDINATOR

Responsible for the organising of the sub-junior and junior competition. From grading to teams to fundraising and events. Can have a sub-committee

GENERAL MEMBERS x 3

Responsible for assisting all committee positions where needed. Need to be available for majority of club events to assist where needed.

As a committee we meet every 6-8 weeks. The following dates have been locked in as meeting for the 2020 season:

16th Feb – Handovermeeting

24th March

5th May

16th June

28th July

8th September

27th October

06th December – Forward Planning

Please ensure you are available for all/majority of these dates.

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INCORPORATED REGISTRATION No: A1019454Y
ABN: 78342695995

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Committee Nomination Form

Please read the committee descriptions carefully to decide which position is best suitable to your strengths,

All nominees must be a minimum age of 18 years. The prior consent of any nominee is necessary. Nomination forms should be received by the club via email before 5pm on Saturday 01/02/2020

A person may not nominate for a position if any of the following apply:

They are bankrupt or their affairs are under insolvency laws

They have been convicted of an indictable offence in relation to the formation or management of a body corporate in the last five (5) years

They have been convicted of an offence involving fraud or dishonesty punishable by at least three (3) months imprisonment in the last five (5) years

They have been convicted of an offence under the act where a person has allowed an association to operate while insolvent in the last five (5) years

Committee member's term will be from his or her confirmation at an annual general meeting until the next annual general meeting. He or she is eligible for re-election to membership of the Committee.

A person who is eligible for election or re-election under this rule may not -

- (a) Second himself or herself for election or re-election; and
- (b) Vote for himself or herself.
- (c) Confirm her or his position

PLEASE COMPLETE A SEPARATE FORM FOR EACH POSITION YOU WISH TO NOMINATE FOR.

POSITION NOMINATING FOR: _____

NOMINEE:

NAME: _____

ADDRESS: _____

CONTACT NUMBER: _____ **EMAIL:** _____

WWCC NUMBER: _____ **EXPIRY:** _____

NOMINATOR:

NAME: _____

ADDRESS: _____

CONTACT NUMBER: _____ **EMAIL:** _____

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2020 Kingsway Anchors STEELERS Netball Club INC Life Membership Nomination Form

As outlined in Kingsway Anchors STEELERS Netball Club Constitution - **5.2.3 Life Members** - any person who has given outstanding service to the Club for a length of time of five (5) consecutive years

A life member nomination should go to someone who has given outstanding service to the club for a minimum of 5 (five) years

Nomination forms should be received by the club via email before 5pm on Saturday 01/02/2020

NOMINEE:

NAME: _____

ADDRESS: _____

CONTACT NUMBER: _____ EMAIL: _____

NOMINATOR:

NAME: _____

ADDRESS: _____

CONTACT NUMBER: _____ EMAIL: _____

DETAILED REASONS FOR THE NOMINATION:

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