

Lesmurdie Warriors Netball Club

COMMITTEE ROLE DESCRIPTIONS

ALL COMMITTEE MEMBERS

- Attend committee meetings (usually around four per year)
- Help out with club events such as registration night, fundraising day and club windup.

CLUB PRESIDENT

- Chair committee meetings
- Club liaison with KDNA & Netball WA
- Support other LWNC committee members
- Lodgement of any compliance documents (ASIC, Dept of Mines etc)

VICE PRESIDENT

- Support Club President – see Club President duties.

TREASURER

- Maintain the club financial records
- Assist with club budgeting
- Coordinate any player payment arrangements

SECRETARY

- Prepare meeting agendas and minutes
- Communicate whole club information to members when required

REGISTRAR

- Coordination of player, coach and other volunteer registrations
- Assist members with registration queries
- Maintain club volunteer Working with Children Card register

UNIFORMS COORDINATOR

- Coordinate and distribute member orders for uniforms and merchandise
- Maintain uniform and merchandise stock

EQUIPMENT COORDINATOR

- Maintenance and restocking of team equipment
- Coordinate distribution of team bags to coaches
- Storing of equipment in the off-season (small shed provided)

GRADING COORDINATOR

- Oversee the formation of club teams
- Coordinate and run pre-season grading sessions
- Assisted by a subcommittee

COACH COORDINATOR

- Coach recruitment and assist with coach selection for teams
- Prepare and distribute coach team folders
- Maintenance of coach accreditation records
- Coordinate coach training opportunities
- Ongoing support and mentoring of coaches throughout the season

FUNDRAISING COORDINATOR

- Coordinate the Warriors Ray Owen fundraising day
- Coordinate any other fundraising activities during the season

GOVERNANCE OFFICER

- Ongoing maintenance of club governance documents
- Coordinate dealings with members and KDNA in relation to grievance issues

MEDIA OFFICER

- Maintain and update the LWNC website
- Prepare club branded documents for public distribution
- Maintain club social media accounts (Facebook & Instagram)

EVENTS COORDINATOR

- Coordinate end of season wind-up
- Coordinate club awards

GENERAL COMMITTEE MEMBERS

(maximum 2, only available once all other positions filled)

- Attend committee meetings
- Assist other committee members where required
- May be included in sub-committees

NET COORDINATOR

- Liaison person between LWNC and NET program families
- Create and monitor NET parent roster

