



HI-LITES NETBALL CLUB

Reg. No. 3862

Position Title	General Committee Member
Status	Committee Volunteer
Hi-Lites Netball Club	Hi-Lites Netball Club is a non-profit sporting club that prides itself on being a family-friendly club where all players at all levels are welcome. We encourage sportsmanship, team morale, and family participation.
Expenses	Pre-agreed out-of-pocket expenses will be reimbursed
Remuneration	N/A
Commitment	<ul style="list-style-type: none"> • 2 hours per week for correspondence and committee tasks during the season • 2 hours bi-monthly to attend Committee Meetings • 3 hours for Club Annual General Meeting (AGM) <p>NB The position is usually filled at the end of the financial year AGM and held for 24 months</p>
Compliance Requirements	<ul style="list-style-type: none"> • Hold a current Working with Children Check • Completion of any training required specific to the role • Fulfil Child Safety requirements • Hold a current Netball Victoria Membership (reimbursed by Hi-Lites Netball Club)

Primary Purpose of Position

- To uphold and promote the Values, Code of Conduct, Purpose Statement, and various policies of the Hi-Lites Netball Club
- To provide support to the President, Vice President, Secretary, and other Committee members to ensure the club sets and meets its goals and objectives
- Ensure the club is administered according to the Club Rules and completes all legal and compliance obligations

If at any stage the General Committee Member becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club President of the conflict who will immediately inform all other committee members.

Key Responsibilities	<p><i>To successfully undertake the role of General Committee Member, the role requires the person:</i></p> <ul style="list-style-type: none"> • Contribute to creating an environment that encourages sharing of information, ideas, and feedback • Represent the Hi-Lites Club in a professional and positive manner • Is a member of the Hi-Lites Netball Club committee • Undertake the role in good faith and honesty • Act in the best interest of the members always • Be well-informed of all club activities
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- Have a good working knowledge of the constitution, club rules, and by-laws, policies, and procedures as well as the duties of committee members
- Have a good understanding of the legal and compliance obligations of running the club

Participating in Meetings

- Attending and actively participating and contributing in committee meetings is a core function of a committee member
- Ability to provide calculated opinions in group discussions at committee meetings

End of Year handover

- At the end of each financial year, a key activity of the General Committee Member will be to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the Club Secretary prior to the AGM each year

Induction of incoming Committee Members

- An important responsibility of outgoing General Committee members is to train, mentor and support the incoming General Committee Member(s).

Essential Skills and Experience

- Effective communication skills
- Personal organisation skills
- Effective delegation skills
- Enthusiastic and well organised
- Be discreet and able to maintain confidentiality on relevant matters
- Able to work independently and as a part of a team
- Access to a computer, the internet and basic computer skills