



POSITION DESCRIPTION – Vice President

Organisation:	Karratha Netball Association
Position Title:	Vice President
Position Type:	Voluntary
Reports to:	Committee Members, President of Karratha Netball Association
Time Commitment:	On average, 4 hours per week

POSITION REQUIREMENTS

Purpose

Support the President in leading and managing the Karratha Netball Association, ensuring effective operations, member engagement and a positive environment for members.

Knowledge/Skills

- Good communication and people skills
- Friendly and approachable attitude
- Ability to delegate and manage tasks effectively
- Knowledge of what’s happening in the Association (*can learn this on the job*)
- Ability to maintain confidentiality
- Understanding of the Association’s rules, policies, and goals.
- Basic computer skills (Microsoft Outlook Email, Microsoft Office)
- Commitment to acting in the best interest of the Association, maintaining a distinction between personal and Association matters.

Responsibilities and Duties

- Support and assist the President in their duties.
- Attend monthly committee meetings
- Step in for the President as needed, including chairing meetings
- Represent the Association at meetings and events when required
- Collaborate with the President to identify and secure sponsorship and grants
- Attend games and events to support players, coaches, clubs and umpires where possible.
- Oversee the complaints and tribunal process, acting as the primary contact for complaints and serving on tribunal panels.
- Act as one of the authorisers on the Association’s financial accounts
- Ensure compliance with Working with Children Checks (WWCC) and maintain up to date records.

ADDITIONAL INFORMATION

Required Checks:

- Working With Children Check

Benefits:

- Be part of dedicated team focused on growing and developing the Karratha Netball Association
- Network and collaborate with other volunteers and industry professionals
- Help shape the Associations goals and future direction
- Use and develop your skills in a positive, engaging and meaningful way.