

MANAGEMENT COMMITTEE		EXECUTIVE DIRECTOR
<ul style="list-style-type: none"> • President • Treasurer • Secretary • General Committee x5 	<ul style="list-style-type: none"> • <i>Set goals and budgets</i> • <i>Formulate policies</i> 	<ul style="list-style-type: none"> • <i>Work with the Management Committee & Project Officers</i> • <i>Ensure goals, budgets and policies are maintained.</i> • <i>Overall management of Association programs.</i>

PROJECT OFFICER	COMMITMENT
	<i>Project Officers may be asked to attend Committee Meetings where relevant</i>
Boroondara Express subcommittee - Coach Director - High Performance Manager - Administrator <i>Management of Victorian Netball League program</i>	<ul style="list-style-type: none"> • <i>Coordinate selections</i> • <i>Appoint & manage coaches and team personnel</i> • <i>Comply with Netball Victoria administrative requirements</i> • <i>Manage equipment</i> • <i>Organise team functions, meetings, clinics</i>
Boroondara Power subcommittee - Coach Director - Rep team coordinator - Administrator <i>Management of BNA Representative Team program</i>	<ul style="list-style-type: none"> • <i>Coordinate selections</i> • <i>Appoint and manage coaches</i> • <i>Manage equipment</i> • <i>Organise team functions, meetings, clinics</i>
JuniorNet coordinator <i>Fridays 3.30 – 5.30, Terms 2, 3, 4</i>	<ul style="list-style-type: none"> • <i>Organise registrations, groups</i> • <i>Organise T shirts, trophies, balls</i> • <i>Organise & support coaches & court supervisors</i>
Digital Marketing Coordinator	<ul style="list-style-type: none"> • <i>Manage BNA Social media platforms</i>
Sponsorship Coordinator	<ul style="list-style-type: none"> • <i>Manage relationships with sponsors</i> • <i>Target, attract & recruit new sponsors</i>
Fund raising / Grants	<ul style="list-style-type: none"> • <i>Apply for grants</i> • <i>Coordinate BNA fund raising activities for charities</i>
Kiosk & BBQ Manager <i>= All Saturdays</i>	<ul style="list-style-type: none"> • <i>Food Safety certificate</i> • <i>Order & purchase supplies</i> • <i>Prepare & cook BBQ</i> • <i>Coordinate kiosk staff rosters</i>
Umpire Coordinator	<ul style="list-style-type: none"> • <i>Prepare the weekly Saturday Umpire Roster</i> • <i>Organise & coordinate umpire courses</i> • <i>Recruit & coordinate umpire supervisors & badge trainers</i> • <i>Organise and coordinate badge testing</i>
City of Boroondara Council Liaison	<ul style="list-style-type: none"> • <i>Liaise with Council Officers / Councilors as required</i>
Boroondara Sports Complex sub-committee	<ul style="list-style-type: none"> • <i>Meeting bi-monthly</i>
Membership data base	<ul style="list-style-type: none"> • <i>Monitoring membership data entry March / April</i>
Uniform Coordinator	<ul style="list-style-type: none"> • <i>Monitor the on-line 2nd hand Power uniform “shop”</i> • <i>Coordinate Power and VNL uniform orders & distribution</i> • <i>Liaise with uniform supplier regarding orders and deliveries</i>
Cleaning	<ul style="list-style-type: none"> • <i>Clean toilets / change rooms after use by external hirers</i> • <i>Clean toilets / change rooms / pavilion after Saturday competition</i> • <i>Organise annual full clean of venue</i>

And anything else we need as required!!!