

## ANC Committee Roles & Responsibilities as at 21 October 2018

<p>1. President</p>	<ol style="list-style-type: none"> <li>1. Committee Member</li> <li>2. Volunteer role, usually from one of the team's player families</li> <li>3. Must hold current Working With Children Accreditation</li> <li>4. Sets overall annual committee agenda (with committee)</li> <li>5. Helps ANC Committee prioritise goals and keeps them on track working within this framework</li> <li>6. Facilitates all Committee meetings</li> <li>7. Represents the Club at local, regional, state and national levels</li> <li>8. Facilitates ANC activities</li> <li>9. Ensures planning and budgeting of ANC is carried out in accordance with member wishes</li> <li>10. Leads the culture and purpose of ANC</li> </ol>
<p>2. Secretary</p>	<ol style="list-style-type: none"> <li>1. Committee Member</li> <li>2. Volunteer role, usually from one of the team's player families</li> <li>3. Must hold current Working With Children Accreditation</li> <li>4. Acts as key administrative office of ANC as key link between ANC, Committee members and outside agencies.</li> <li>5. Responds to requests for information about ANC</li> <li>6. Manages incoming and outgoing mail to ANC</li> <li>7. Oversees meeting procedures including providing agendas and minutes</li> <li>8. Maintains ANC filing system</li> <li>9. Manage Committee elections</li> <li>10. Lodge Financial Statements with Consumer Affairs Victoria</li> </ol>
<p>3. Treasurer</p>	<ol style="list-style-type: none"> <li>1. Committee Member</li> <li>2. Volunteer role, usually from one of the team's player families</li> <li>3. Must hold current Working With Children Accreditation</li> <li>4. Maintains adequate financial records (accurate &amp; up to date)</li> <li>5. Prepares and monitors ANC budget</li> <li>6. Issues receipts and organises deposits (promptly)</li> <li>7. Manages ANC bank account, including Uniform Section</li> <li>8. Pays ANC invoices</li> <li>9. Manages ANC cash flow/petty cash</li> <li>10. Prepares and presents financial statements to the ANC Committee</li> <li>11. Organises annual audit of ANC accounts ahead of AGM</li> <li>12. File financial statements on behalf of the club (where required)</li> <li>13. Prepare an annual financial statement for presentation at AGM</li> </ol>
<p>4. Web &amp; List Manager</p>	<ol style="list-style-type: none"> <li>1. Committee Member</li> <li>2. Volunteer role, usually from one of the team's player families</li> <li>3. Must hold current Working With Children Accreditation</li> <li>4. Manages list of current and past ANC players and family contacts</li> <li>5. Manages ANC waiting list between registration dates</li> </ol>
<p>5. Funding &amp; Grants</p>	<ol style="list-style-type: none"> <li>1. Committee Member</li> <li>2. Volunteer role, usually from one of the team's player families</li> <li>3. Must hold current Working With Children Accreditation</li> <li>4. Sources funding and grants for ANC for either general or specific club requirements</li> </ol>
<p>6. Uniform &amp; Equipment Manager</p>	<ol style="list-style-type: none"> <li>1. Committee Member</li> <li>2. Volunteer role, usually from one of the team's player families</li> <li>3. Must hold current Working With Children Accreditation</li> <li>4. Manages uniform ordering, receipt &amp; distribution for ANC</li> <li>5. Manages uniform section of bank account</li> <li>6. Provides ANC Treasurer with reconciled stock/finances on quarterly basis being 30 June, 30 September, 31 December &amp; 31 March each year</li> <li>7. Manages uniform pricing as approved by the ANC Committee</li> <li>8. Manages second-hand uniform sales</li> <li>9. Manages ANC uniform lost property</li> </ol>

	10. Manages ANC equipment sourcing and purchasing in conjunction with Head Coach
7. Communications Manager	<ol style="list-style-type: none"> <li>1. Committee Member</li> <li>2. Volunteer role, usually from one of the team's player families</li> <li>3. Must hold current Working With Children Accreditation</li> <li>4. Drafts and issues ANC Newsletters</li> <li>5. Adds content to ANC FaceBook page</li> <li>6. Manages content on ANC Website</li> <li>7. Manages content on ANC Web Pages at relevant Netball Associations (BDNA, Darebin etc.)</li> </ol>
8. Head Coach	<ol style="list-style-type: none"> <li>1. Committee Member</li> <li>2. Volunteer role, usually from one of the team's player families</li> <li>3. Must hold current Working With Children Accreditation</li> <li>4. Provides guidance to Team Coordinators when required re team rebalancing/player grading</li> <li>5. Is escalation point for any Coaching issues within ANC</li> <li>6. Key liaison with relevant netball Association re team registration / section selection</li> <li>7. Organises development of ANC Coaches</li> <li>8. Manages coaching equipment budget across ANC teams</li> <li>9. Notifies Team Coaches of relevant Representative/State Trial timetables</li> </ol>
9. Junior Teams Coordinator	<ol style="list-style-type: none"> <li>1. Committee Member</li> <li>2. Volunteer role, usually from one of the team's player families</li> <li>3. Must hold current Working With Children Accreditation</li> <li>4. Provides guidance to NetSetGo, U9 and U11 Team Coaches</li> <li>5. Oversees team 'rebalancing' of players at the end of each season with relevant age group coaches</li> </ol>
10. Senior Teams Coordinator	<ol style="list-style-type: none"> <li>1. Committee Member</li> <li>2. Volunteer role, usually from one of the team's player families</li> <li>3. Must hold current Working With Children Accreditation</li> <li>4. Provides guidance to U13, U15 &amp; U17 Team Coaches</li> <li>5. Oversees team selection/players grading at the end of each season with relevant age group coaches</li> </ol>