

North Bucks Netball Association

Roles and Responsibilities:-

Chairperson

Responsibilities:

- Overall responsibility for the implementation, monitoring and review of the County plan
- Make decisions whenever the need arises in consultation with other committee members
- Chairs committee meetings of North Bucks netball Association (NBNA) and Annual General Meeting (AGM)
- Provides direction and leadership for NBNA
- Liaise with other stakeholders including and not exclusive; Schools Committee, England Netball, Regional Office, Netball Development Officer, Back to Netball Coach
- Represent NBNA at external meetings
- Liaise with treasurer to ensure funds are spent appropriately and in the best interest of all the members
- Ensure all officers complete their roles and responsibilities as well as assigned tasks in a satisfactory and timely manner

Qualities needed:

- Unbiased and impartial
- Confident communicator
- Diplomatic and helpful
- Passionate about netball and its development in North Bucks

Vice - Chairperson

Responsibilities:

- Implement, monitor and review of County plan in conjunction with other committee members
- Chairs committee meetings of NBNA and AGM in the absence of the Chairperson
- Deputise for Chairperson in their absence
- Support the Chairperson with their responsibilities
- Child Protection Officer for NBNA
- Attend committee meetings

Qualities needed:

- Unbiased and impartial
- Confident communicator
- Diplomatic and helpful
- Passionate about netball and its development in North Bucks

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Roles and Responsibilities:-

Treasurer

Responsibilities:

- Implement, monitor and review of County plan in conjunction with other committee members
- Manages all income and makes deposits promptly
- Manages all expenditure by paying bills and recording the information accurately
- Keeps current and accurate records of all financial transactions
- Present end of year report to AGM
- Arrange and prepare accounts to be audited on an annual basis
- Monitor affiliations – 1st & 2nd claim to North Bucks
- Produce an annual budget
- Attend committee meetings

Qualities needed:

- Excellent organisational skills
- Honesty and integrity
- Able to keep accurate records
- Able to handle monies
- Attention to detail
- Confident with numbers and accounting

Secretary

Responsibilities:

- Implement, monitor and review of County plan in conjunction with other committee members
- Point of contact for enquiries
- Ensuring a prompt response to all enquiries
- Responsible for organising the Annual General Meeting
- Responsible for organising and attending committee meetings
- Responsible for taking, production and distribution of minutes of meetings
- Responsible for manning the email account & circulating information to the league secretaries

Qualities needed:

- Strong organisational skills
- Excellent communication skills

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Roles and Responsibilities:-

Umpiring Secretary

Responsibilities:

- Implement, monitor and review of County plan in conjunction with other committee members
- Managing and monitoring the umpiring financial budget
- Ensure umpiring courses are organised
- Organise testing of umpires
- Co-ordinate with league umpiring secretaries
- Identify & promote umpiring development at all levels
- Maintain records of umpires & their qualifications/testing history/county testing statistics
- Attend committee meetings

Qualities Needed:

- Good organisational skills
- Good communication skills
- Passionate about umpiring and its development within the county

Coaching Secretary

Responsibilities:

- Implement, monitor and review of County plan in conjunction with other committee members
- Managing and monitoring of Coaching financial budget
- Co-ordinate candidates for coaching courses
- Promote coaching courses
- Point of contact to answer any queries with regards to Coaching
- Understand the requirements of coaches and try to meet those needs
- Identify & promote coaching development at all levels
- Keep up to date records of qualified coaches within county.
- Understand Talent Development Pathway (TDP) & Excel program for academies
- Recruit coaches for satellite & county academies alongside the Talent Co-ordinator
- Monitor performance of academy coaches & academy program alongside the Talent Co-ordinator
- Work with Schools to improve coaching standards in schools
- Work Closely with the Talent Co-ordinator
- Attend committee meetings

Qualities needed:

- Good organisational skills
- Good communication skills
- Passionate about coaching and its development within the county

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Roles and Responsibilities:-

Supporting officer – Publicity Officer

Responsibilities:

- Implement, monitor and review of County plan in conjunction with other committee members
- Managing and monitoring Publicity financial budget
- Maintain and update NBNA website on a regular basis
- Use other social media to promote NBNA
- Attend committee meetings

Qualities:

- Excellent communication skills
- Good organisational skills
- Enthusiastic
- Computer literate and confident

Talent Co-ordinator

Responsibilities:

- Implement, monitor and review of County plan in conjunction with other committee members
- Manager and monitor Talent's financial budget
- Running and monitoring of Satellite and County Academies. This includes the appointment of coaches, monitoring of player and coach performance
- Understand Talent Development Pathway (TDP) & Excel program for academies and implement and support within the county
- Recruit coaches for satellite & county academies alongside the Coaching Secretary
- Monitor performance of academy coaches & academy program alongside the Coaching Secretary
- Liaise with schools/clubs to ensure all suitable candidates are being nominated for Academies
- Coordinate/Host Talent Identification Workshops when necessary
- Liaise with Regional Excel Coach and County Netball Development Officer
- Work closely with Coaching Secretary
- Attend committee meetings

Qualities:

- Enthusiastic about developing young talented players
- Good communication skills
- Excellent organisational skills
- Strong Knowledge of development pathway