

Barwon Heads Netball Club (BHNC)

Policy Guidelines

Purpose

- 1. To clearly articulate the guidelines and expectations for the committee**
- 2. To outline the structure, purpose and roles of the BHNC Committee**

Roles

The President of the BHNC Committee is responsible for the creation of these guidelines.

Any questions regarding the implementation of these guidelines should be made to the President in the first instance. If additional input is required, then this may be addressed with the President of the Barwon Heads Football and Netball Club.

Final accountability for this policy rests with the Barwon Heads Football and Netball Club Committee.

Intent

The intent of the BHNC committee is to ensure the effective operation of the club. Ultimately the BHNC committee prime purpose is to ensure the Club's purpose, mission, values and goals are maintained and achieved.

The BHNC Committee comprises a number of roles which are listed below. Each of these roles has a Position Description which identifies the key accountabilities of each role.

All roles on the BHNC Committee form the General Committee. In addition, there are a number of roles which also form the Executive Committee.

All roles will be filled primarily via an "expression of interest" process where all current members of BHNC will be advised of vacant roles and invited to nominate for a role.

Confirmation of Office Bearers will be made utilizing the following process:

- President role will be confirmed by the Barwon Heads Football Club Committee
- Executive Committee Roles will be confirmed by the President of BHNC
- General Committee Roles will be confirmed by the Executive Committee of the BHNC.

Where a role has been over-subscribed, the relevant office bearer will determine the most suitable candidate based on skills and experience and the requirements of the Club.

Where roles are over-subscribed, the relevant office bearer may approach individuals who have expressed interest and ascertain their interest in an alternative available role. In this instance, the office bearer may directly appoint an individual to a role.

Where roles are under-subscribed, the relevant office bearer may approach individuals directly to assess their interest in the vacant role. In this instance, the office bearer may directly appoint an individual to a role.

General Committee

- Lead by example in demonstrating the values of the BHNC
- Lead and deliver identified and documented guidelines and structures for the BHNC
- Collaboratively work with other members of the BHNC to deliver the documented guidelines and structures
- Actively contribute to the broader organisational effectiveness of BHNC
- Contribute to longer term strategic planning of BHNC

Executive Committee

In addition to the primary focus outlined for the role of the General Committee, the Executive Committee is also accountable for:

- Establishing the strategic direction for BHNC
- Developing, managing, and ensuring an alignment with the policies developed for the BHNC
- Working collaboratively and ensuring the alignment and integration with Barwon Heads Football Club, AFL Barwon, Netball Victoria and other key stakeholders

Committee Roles

<i>ROLE</i>	<i>EXECUTIVE</i>
President	Yes
Vice-President	Yes
Secretary	Yes
Treasurer	Yes
Junior Coordinator	Yes
Umpire Coordinator	Yes
Membership Coordinator	
Sponsorship & Grants Coordinator	
Media & Policy Officer	
Fundraising Coordinator	
Social Coordinator	
Uniform Coordinator	
Roster and score Secretary	
Team Manager Coordinator	

Additional criteria

Executive Committee

- Members of the Executive Committee are expected to meet at least once per month for formal BHNC governance meetings
- Additional meetings as required
- It is expected that the time commitment for the Executive Committee will remain consistent throughout the season
- The time in an office bearer position is 2 years minimum and 4 years maximum

General Committee

- Members of the General Committee are expected to meet at least once every 2 months
- Additional meetings as required
- The majority of the time requirement for members of the General Committee is outside of playing season (Nov – March)
- The time in a General Committee position is 1 year minimum and 2 years maximum