

ROLES & RESPONSIBILITIES OF POST HOLDERS

CLUB CHAIRPERSON - To co-ordinate the affairs of Washingborough Imps Netball Club - [JEANETTE FINDLEY]

MAIN DUTIES

- To be responsible for managing the affairs of Washingborough Imps Netball Club
- To chair and control the meetings of the committee and AGM
- Be familiar with the constitution of Washingborough Imps Netball Club, the general rules for committee procedure, current affairs and business in hand
- Oversee decisions made by the management and other personnel
- In conjunction with the secretary and treasurer present the annual report and accounts respectively
- Be in consultation with the secretary with regards to the content of the agenda and minutes of meetings
- To keep open communication channels with members of the management committee and inform them of any instant decisions taken

SECRETARY - To receive and disseminate information effectively and ensure the smooth running of club administration - [GAIL EAST]

MAIN DUTIES

- To liaise with the club chairperson with regards to agenda content
- To take meeting minutes and distribute copies to committee members in the absence of the Minutes Secretary
- To be the main contact for the club
- To deal with the day to day running of the club
- To administrate the Clubs website
- To respond to any correspondence as appropriate
- To pass on any information received to relevant parties/persons

TREASURER - To manage Washingborough Imps Netball Club finances and maintain all financial records - [RACHEL HENDERSON]

MAIN DUTIES

- Responsible for all club finances
- To produce an annual budget and monitor expenditure
- Be responsible for payment of any monies to and from the club; providing receipts and keeping an up to date record of transactions
- To produce an end of year financial report for the AGM
- Regular report to the committee on the financial position of the club

MINUTES SECRETARY—To minute all meetings of Washingborough Imps Netball Club - [LAUREN HENNEL/HEATHER RESNER]

MAIN DUTIES

- To take meeting minutes and distribute copies to committee members

MARKETING OFFICER - to provide focus for fundraising and arrange social events - [LAURA GUJADHUR]

Main duties

- Be responsible to submit recommendations for fund raising activities
- Organise fundraising activities and social events for the club
- Liaise with the Committee on sponsorship
- Liaise with press and local community on promoting the Club
- Attend Committee meetings to report on event & fund raising issues

CHILD PROTECTION OFFICER - to provide A FIRST CONTACT FOR ANY Child Protection issues - [SARAH BROWNE]

Main duties

- Be first point of contact for Child Protection issues within the Club's under 19's membership
- Attend Committee meetings to report on issues