



POSITION OUTLINES FOR CDNA COMMITTEE MEMBERS

| POSITION | ROLE OUTLINE |
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| All Positions | <ul style="list-style-type: none"> • Attend regular meetings (Committee, AGM, planning, special etc) • Support with the preparation of tournaments and any Association programs as needed. • Be available to assist with CDNA tournaments and Special Rounds: both planning and attending at the events • Support of all Staff • Offer support and assistance at domestic competitions if needed. • Compliance and adherence to CDNA Constitution and CDNA By-laws |
| President | <ul style="list-style-type: none"> • Overall responsibility for ensuring the Association meets its constitutional requirements and operates within its regularly reviewed By-Laws. • Guiding strategic direction and annual planning through collaboration with committee and stakeholders • Ensuring the financial sustainability of the Association is maintained. • Chairing monthly committee meetings, Annual General Meeting and any additional Association workshops/meetings • Ensure the efficient running of the Associations Operations through regular contact with Association Employees and Committee members. • Act as a signatory for the association for all legal and financial purposes. • Attendance at courts for Finals, Tournaments and special events. Some public speaking obligations at these events. |

**Duncan MacKinnon Reserve, Cnr North & Murrumbeena Rds. Murrumbeena, Victoria.
PO Box 530 Bentleigh East, Victoria 3165**

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| <p>Vice President</p> | <ul style="list-style-type: none"> • Mentoring and guidance of CDNA staff - including work plans and reporting to committee • Focus on establishing and maintaining a collaborative relationship between staff and the committee through regular and positive communication, in particular the Netball Operations Manager • Overall strategic & priority goal setting of the Association, including structure of the committee and staff positions. • Driving the review and monitoring of ancillary programs in collaboration with Netball Operations Manager i.e. NSG & Rep • Stakeholder relationship management - internal and external. • Support the President and be available for occasional public speaking obligations. (E.g. Finals and Tournaments) |
| <p>Treasurer</p> | <ul style="list-style-type: none"> • Support the CDNA Bookkeeper and Netball Operations Manager. • Ensure Banking documents are kept up to date with Committee details etc. • <u>Fortnightly Tasks</u> • Review and authorise payments made by the Association • <u>Monthly Tasks</u> • Prepare, with support of the CDNA Bookkeeper, month-end financial statements for executive team and board • Prepare monthly Treasurers Report • <u>Quarterly Tasks</u> • Review BAS and Superannuation statements • Approve and release payments to ATO and Quick Super • <u>Annual Tasks</u> • Prepare annual CDNA Budget – in conjunction with exec Committee and present to full committee for review and approval. • Coordinate preparation of Annual Report |

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| Secretary | <ul style="list-style-type: none">• Preparation of Agenda for meetings• Notification and organisation of meetings: Monthly regular meeting and AGM. Others as required from time to time.• Attend all meetings & take minutes• Management and weekly circulation of Action list Minute preparation and distribution• Circulation of digital and other communications• Reading and co-ordinating replies to correspondence• Digital file management• Meeting regulatory compliance and adherence to CDNA constitution and By-laws• Regular communication with the Exec, plus Netball Operations Manager• Submit all required documents to Consumer Affairs Victoria• Ensure that Glen Eira Council receives documents to support Lease agreements etc. as required. |
| General Committee | <ul style="list-style-type: none">• Be available to assist with CDNA Tournaments and Special Rounds: Both planning and attendance at the events• Contribute to sub-committees (e.g. grading) as needed• Occasional research and gathering of information to assist with projects. |

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