

ERNA Executive Policy

Duties of Executive Office Bearers

- i) The **President** shall:
 - a) preside at meetings of ERNA and direct where necessary;
 - b) represent ERNA at official functions;
 - c) host all social functions;
 - d) prepare the annual budget for the position of President with the Treasurer for presentation at the Annual General Meeting;
 - e) ensure that the annual budget for the position of President is adhered to;
 - f) prepare report for ERNA Council meetings;
 - g) Chair Appeals Committee;
 - h) Oversee the Compliance and Safety Officer;
 - i) Act as Delegate to NNSW Meetings.

- ii) The **Vice President** shall:
 - a) assist the President and perform such other duties as directed by Council;
 - b) chair all Council and Executive meetings in the absence of the President;
 - c) be responsible for all ERNA representative uniforms and equipment and ensure a stocktake is performed by ERNA Administration person at 31 August each year;
 - d) register all club colours and uniforms;
 - e) prepare the annual uniform and equipment budget with the Treasurer for presentation at the Annual General Meeting;
 - f) authorise all uniform and equipment purchase invoices from suppliers ensuring that uniform and equipment income and purchases adhere to the annual budget.
 - g) convene the Grievance and Dispute Resolution Committee.

- iii) The **Secretary** shall:
 - a) act as the Public Officer of ERNA;
 - b) maintain a record of all proceedings of each meeting of the Council or Executive Committee, plus each Special Council or Annual General Meeting;
 - c) be responsible for receiving and recording of correspondence in and out and issue notices for personnel as directed;
 - d) keep a register of all Club Secretaries and members holding positions as Executive, Non-Executive, Life Members, Sub-committee Members and Representative Teams of ERNA;
 - e) prepare a report for ERNA Council Meetings;
 - f) prepare the Annual Report in consultation with the President;
 - g) prepare notices and details of business to be transacted at meetings;
 - h) ensure attendance sheets are correctly completed and that delegates are entitled to vote;
 - i) manage the work carried out the by office support staff person and authorise their timesheets prior to payroll preparation;
 - j) ensure that office support staff payroll and any purchases made by the office support staff on behalf of ERNA adhere to the annual budget;
 - k) be responsible for the presentation of the Executive Committee report to Council;
 - l) be at the courts every Saturday morning with the Meadowbank Park Ground Supervisor to check the courts are safe to play and organise remedial action if required;
 - m) conduct such other business as directed by Council;

- n) act as the Contact person with Ryde Council and lodge all court bookings with Council;
 - o) act as a delegate to NSWNA Ltd meetings and report any relevant business to the next appropriate Council meeting;
 - p) be a member of the League Representative Committee;
 - q) Convene the Constitution Committee.
- iv) The **Treasurer** shall:
- a) keep proper financial records, have them audited and presented at the Annual General Meeting;
 - b) ensure that all monies are receipted and banked within seven (7) days of receipt of same;
 - c) pay all accounts passed for payment and pay other accounts as necessary;
 - d) keep a record of all assets, liabilities, and properties of ERNA;
 - e) ensure all appropriate insurance cover is maintained over ERNA property and equipment;
 - f) present a financial report at Council meetings;
 - g) advise the conditions of employment and payment of staff;
 - h) manage the work carried out by Accounts Clerk and authorise their timesheet prior to payroll preparation;
 - i) prepare the annual budget with members of the Executive and Committee Co-Ordinator's for presentation at the Annual General Meeting;
 - j) monitor ERNA's income and expenditure against the annual budget throughout the financial year and reporting actual expenditure against budget variances at Executive, Council and Annual General Meetings;
 - k) be a member of the League Representative Committee;
- v) The **Assistant Treasurer** shall:
- a) assist the Treasurer carry out the Treasurer's duties and responsibilities as agreed between the Treasurer and Assistant Treasurer;
 - b) manage the allocation of training courts to Clubs;
 - c) in the absence of the Treasurer, act as the Treasurer;
 - d) be responsible for Canteen floats;
 - e) manage the canteens;
 - f) Convene the Trophy Committee;
 - g) coordinate the purchase and the presentation of trophies, medals and certificates for all of ERNA's competitions, Representative Dinner(s), Gala Days and Carnivals;
 - h) prepare the annual Trophy Budget with the Treasurer;
 - i) undertake a stocktake as required;
 - j) authorise all trophy expense claims and purchase invoices from suppliers relating to carnival activities and ensuring that trophy income and purchases adhere to the annual budget.
- vi) The **Coaching Convenor** shall:
- a) convene the Coaching Committee;
 - b) be the holder of at least a Development Coaching Accreditation;
 - c) plan and manage the representative coaching programs;
 - d) research and institute methods of encouraging and improving coaching within ERNA;
 - e) be responsible for the distribution of relevant information regarding coaching;
 - f) be responsible for the ordering of all coaching material, including (but not limited to) coaching manuals;

- g) be responsible for the organisation of coaching courses to be conducted by ERNA;
 - h) convene and be a member of the Coaching Selection Panel;
 - i) submit a report at Council meetings and an annual report at the Annual General Meeting;
 - j) prepare the annual coaching budget with the Treasurer for presentation at the Annual General Meeting;
 - k) authorise all purchases from suppliers relating to coaching activities and ensuring all coaching income and purchases adhere to the annual budget;
 - l) Organise schedule of Carnivals for Junior Representative and Development teams;
 - m) be a member of the League Representative Committee.
- vii) The **Competitions Convenor** shall:
- a) have had a minimum of two (2) years' experience on the Competitions Committee within the past five (5) years;
 - b) convene the Competitions Committee;
 - c) grade all teams for competitions conducted by ERNA;
 - d) ensure the Association's draw and fixtures for all competitions are completed;
 - e) maintain an annual record of results of all competition conducted by ERNA;
 - f) ensure that the Council approved fixture policy is implemented;
 - g) submit a report at Council meetings and an annual report at the Annual General Meeting;
 - h) prepare the annual registration, grading and fixture budget with the Treasurer for presentation at the Annual General Meeting;
 - i) authorise all purchase invoices from suppliers relating to grading and registration activities and ensuring Registration, Grading and Fixtures purchases adhere to the annual budget authorising any membership refunds prior to reimbursement by the Treasurer.
- viii) The **Representative Coordinator** shall:
- a) ensure Junior Representative activities are coordinated including U11s to U15s Representative Teams;
 - b) organise Fitness Trainers for the Junior teams and squads (must be approved by Executive);
 - c) chair all Junior Representative Meetings;
 - d) coordinate the Representative BBQ and other Representative Fundraising activities;
 - e) be a member of the Representative Uniform & Equipment Committee;
 - f) organise transport, accommodation (when Championships are not in Sydney), tents and Physiotherapist for all representative teams and umpires for NSWNA State Titles.;
 - g) organise Representative Annual Dinner(s) in conjunction with the League Representative Coordinator;
 - h) prepare the Annual Junior Representative Budget with the Treasurer for presentation at the Annual General Meeting;
 - i) submit a report at Council meetings and an annual report at the Annual General Meeting;
 - j) authorise expense claims from junior managers and coaches and all purchase invoices from suppliers relating to junior representative activities, ensuring that junior representative income and purchases adhere to the annual budget.

- ix) The **Selection Convenor** shall:
- a) be responsible for all Junior Selections (Little Hawks Academy, U11's, U12's, U13's, U14's and U15's);
 - b) organise the selection and ratification by the Executive of the junior representative teams and development squads;
 - c) submit a report at Executive and Council meetings when necessary and an annual report for the Annual General Meeting;
 - d) prepare the annual selection budget with the League Selection Convenor and the Treasurer for presentation at the Annual General Meeting;
 - e) authorise all purchase invoices from suppliers relating to junior selection activities and ensure that the selection income and purchases adhere to the annual budget
 - f) confirm junior teams are entered for each relevant competition, and any registrations or deregistrations have been coordinated with Netball NSW.
- x) The **Umpiring Convenor** shall:
- a) Hold as a minimum a National C Badge;
 - b) convene the Umpires' Sub-committee;
 - c) implement the Council approved Umpiring Policy in all ERNA competitions;
 - d) be responsible for developing umpires within ERNA;
 - e) be responsible for allocating umpires for all representative team and development squad commitments including the allocation of umpires up to a maximum of four (4) carnivals per Representative team and three (3) carnivals per Development team or squad for the season;
 - f) be responsible for ensuring all umpires officiating at Metro League, Night Inter District, State and State Age Championships and Representative Carnivals are listed on the NSWNA Membership List;
 - g) be responsible for keeping a record of National badged umpires and district badged umpires within ERNA;
 - h) be responsible for maintaining an umpires register for competition games;
 - i) be responsible for researching and instituting methods of encouraging and improving umpiring within ERNA;
 - j) be responsible for arranging umpiring assistance to clubs as requested;
 - k) be responsible for the distribution of relevant information regarding umpiring;
 - l) ensure that in her or his absence a representative appointed from the Umpires Sub-committee attends Council meetings;
 - m) be responsible for the ordering of all umpiring equipment, including (but not limited to) rule books, whistles and umpiring manuals;
 - n) be responsible for the organisation of umpiring courses to be conducted at ERNA;
 - o) be responsible for organising a stocktake on 31st August each year;
 - p) submit a report at Council meetings and an annual report for the Annual General Meeting;
 - q) prepare the annual umpiring budget with the Treasurer for presentation at the Annual General Meeting;
 - r) authorise all umpire expense claims and purchase invoices from suppliers relating to umpiring activities and ensuring that umpiring income and purchases adhere to annual budget;
 - s) Attend and report to Executive, Council meetings and AGM;
 - t) Review and produce the Umpiring Convenor Manual annually;
 - u) Review Handbook in relation to Umpiring & Rules of Netball;

- v) Liaise with Netball NSW;
 - w) Attend NSW Biennial Umpiring Convenor Conference;
 - x) Liaise with AA Umpires;
 - y) Chair Umpiring Committee meetings;
 - z) Co-ordinate Club Umpiring Committee Meeting (in liaison with committee member 9 Club Liaison member);
 - aa) Develop and coordinate any special projects;
 - bb) Set and oversee umpiring budget in liaison with Treasurer.
 - cc) Be a member of the Grievance and Dispute Resolution Committee
- xi) The **Sponsorship and Grants Coordinator** shall:
- a) manage grants and sponsorship for ERNA.
 - b) be a member of Senior Representative Committee
 - c) submit a report at the Council Meetings and an Annual Report for the Annual General Meeting.

Updates

Date	
29/10/20	Updated as per 2020 AGM
28/10/21	Updated as per 2021 AGM
27/10/22	Updated as per 2022 AGM