

Duties of Executive Committee Members

President

The President presides at meetings of the CDNA and directs proceedings where necessary. The President is responsible for the co-ordination of Committee activities and for ensuring that each Committee member assumes her/his responsibilities.

Vice President

The Vice President acts as Chairperson in the absence of the President and performs the duties of Rep. Co-ordinator.

The Rep Co-ordinator shall:

- liaise with coaches, managers and players and foster the standard of rep. netball in Campbelltown;
- receive all applications for representative positions
- submit all applications to Executive Committee;
- submit a proposed programme to the Executive Committee for approval;
- be responsible for all aspects of marketing and purchasing for representative teams;
- be responsible for the ordering, receipt and distribution of uniforms and equipment for representative
- ensure that all monies due to the CDNA are collected

Secretary and Public Officer

- Acts as the Public Officer of the CDNA;
- maintains Minute Book;
- maintains record of constituent Clubs and Life Members;
- keeps a record of Club delegates' names and addresses;
- maintains a register of registered members;
- is responsible for correspondence and issue notices as required;
- prepare a general report on the activities of the CDNA throughout the season for presentation at the Annual General
- conducts such other business as directed by Council.

Treasurer

- Is responsible for all funds that may be established by the CDNA;
- keeps a record of all assets, liabilities and properties of the CDNA;
- keeps necessary books of account and produce them on the instruction of Council;
- receives all monies payable to the CDNA and issue receipts as required;
- banks all monies within seven (7) days of receipt;
- pays accounts passed for payment;
- pays other accounts as necessary and have these ratified at the next meeting;
- send accounts as required;
- is responsible for allocation of courts for training
- submits a written financial report to each Council meeting;
- pays the annual NSWNA fees by the due date;
- presents an audited Balance Sheet at the Annual General Meeting.

Competition Secretary

- Is responsible for the planning and preparation necessary to provide CDNA members with worthwhile competitions;
- is responsible for the overall supervision of any competition conducted by the CDNA during the following calendar year;
- submits recommendations to the Executive Committee for modifications and/or innovations which will improve the standard of any competition and its administration;
- promotes the growth of netball within the district and, in liaison with the Secretary, assist with the formation of new Clubs;
- is responsible for the operation of a computerised information system;
- ensures that the Competition Committee carries out its duties;
- liaises with the Executive Committee and other bodies to ensure that all matters pertaining to the maintenance of the competition grounds receive attention;
- processes all player insurance claims;
- is responsible for arranging hearings for breaches of the Code of Conduct and investigating complaints regarding spectator behaviour;
- prepare an annual report for presentation at the Annual General Meeting;
- convenes the Competition Committee.

Coaching Co-ordinator

Holds a national Coaching Accreditation;
researches and institutes methods of encouraging and improving coaching within the CDNA;
submits a proposed calendar to the Executive Committee for approval;
arranges coaching assistance to Clubs as requested;
is responsible for the organisation of coaching courses to be conducted by the CDNA;
is responsible for recommending coaches to attend NSW coaching courses;
is responsible for the ordering of all coaching material;
is responsible for the distribution of relevant information regarding coaching;
assist the Competition Secretary with the grading and draw for the CDNA NetSetGO! programme;
prepare an annual report for presentation at the Annual General Meeting;
convenes the Coaching Sub-Committee.

Umpires Co-ordinator

Holds a National Umpires Accreditation;
is responsible for ensuring that the Umpires Committee carries out its duties;
submits recommendations to the Executive Committee for modifications and/or innovations which will improve the standard of umpiring and the administration of the system within the CDNA;
researches and institutes methods of encouraging and improving umpiring within the CDNA;
submit a proposed calendar to the Executive Committee for approval;
organises and arranges the coaching and grading of umpires where necessary;
keeps a record of Section 1 and Section 2 theory results for a period of six (6) years;
keeps a record of National badged umpires and district badged umpires within the CDNA;
is responsible for the allocation of umpires for Rep carnivals and competitions organised by the CDNA;
arranges umpiring assistance to Clubs as requested;
is responsible for the distribution of relevant information regarding umpiring;
is responsible for the ordering of all umpiring equipment;
prepares an annual report for presentation at the Annual General Meeting;
convenes the Umpires Sub-Committee.