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| **POSITION DESCRIPTION – Association Administrator** |
| **Organisation** |  |
| **Job Title** | Administrator for *(Association name)*  |
| **Position Type** | Voluntary / Paid |
| **Reports to** | Board of *(Association name)* |
| **Currently filled by** |  |
| **Commencement date** |  |
| **End date** |  |
| **Time Commitment** | *Approximately 10 hours per week* |
| **POSITION DETAILS** |
| **Purpose*** Administration of the Associations business and providing support to the Committee/Board.
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| **Knowledge/Skills*** Understanding of Child Safeguarding and the WA Working with Children compliance requirements
* Understanding of Association activities and its future direction and plans
* Understanding of the Associations Constitution, By-Laws, Policies and Procedures
* Computer literacy
* Effective communication and good interpersonal skills
* Act with integrity, confidentiality, and objectivity
* Good organisational skills
* Positive and enthusiastic attitude
* PlayHQ competency
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| **Typical time commitment*** *Approximately 10 hours per week throughout the year*
* *May be busier during the registration period (generally February to April) and Saturday mornings through the winter season (May to September) may be required*
* *Some evenings will be required throughout the year*
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| **Responsibilities and Duties*** Abide by the “Code of Conduct”
* Cover all aspects of the office administration
* Prepare affiliation details of members and process registrations
* Ensure PlayHQ records and details are maintained, updated and associated tasks completed weekly
* Respond to enquiries
* Attend meetings and take minutes as required
* Liaise and communicate with the Associations members, Netball WA, stakeholders and other Associations
* Prepare and maintain Association calendar
* Help with running competition/fixtures as required
* Finance and banking duties as required
* Assist in producing submissions for government and other entities for grants and sponsorship
* Prepare annual report for AGM
* Assist the Association Development and Umpire Development with administrative duties as required
* Other duties as directed by the Committee/Board
* Attend professional development or training courses as required

**ESSENTIAL*** National Volunteer Police Clearance
* At all times ensure a Child Safe environment
* Comply with the Netball Australia Member Protection Policy and Child Safeguarding Policy
* Comply with the WA Working with Children Check (WWCC) Legislation which means:
	+ If your usual duties involve, or are likely to involve, contact with a child under 18 you will be required to obtain a WWCC unless an exemption applies
* Promote and display the Associations/Clubs values and behaviours
* Promote netball in a positive manner
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| **ADDITIONAL INFORMATION** |
| **Volunteering in this position gives you the opportunity to:*** Work as part of a team dedicated to the growth and development of *(Association name)*
* Meet and network with other volunteers and industry professionals.
* Have input into the goals and objectives of *(Association name)*
* Use your skills in a positive and engaging way.
* Develop a greater understanding of sports management structures.

For further information regarding this position please contact *(Association name and contact details)* |

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| ***NWA-RES-02 Association Administrator Position Description******This position description template/example has been developed for Associations/Clubs to assist them in developing their own resource. It is the expectation from Netball WA that each Association/Club customise the content to suit their individual needs. Please note that the ESSENTIAL is a requirement and should not be deleted, however may be expanded on as required.******Created: May 2023*** |