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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. | |
| **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 | |
| **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* | |
| **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 | |
| **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*** |