**North Bucks Netball Association Roles and Responsibilities. Revised 01/02/21**

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|  | **CHAIRPERSON ROLE**  | Logo, company name  Description automatically generated |
| **ROLE SUMMARY:** | To be a member of and coordinate the affairs of North Bucks Netball Association (NBNA) |
| **ESTIMATED HOURS:** | 4-5 hours per month |
| **KEY TASKS:** | * Provide direction and leadership for NBNA in line with England Netball & South Region governance, policies, guidelines and/or constitutions.
* Overall responsibility for the implementation, monitoring and review of the County Plan to develop and deliver netball in the County
* Guide NBNA in the planning process and provide strategic vision
* Act in the best interests of netball across the County at all levels and ensure that the Committee administers all facets of netball for the benefit of all Affiliated Members.
* Chair NBNA committee meetings and AGM and make decisions as needed in consultation with other committee members. Hold the casting vote in the event of a split decision. If unable to attend send a written report and brief the Vice Chair.
* Work with the Secretary on the Agenda for Committee and AGM meetings and approve the Minutes before circulation.
* Work with the Finance Director and Committee members to set functional budgets and ensure funds are spent appropriately and in the best interest of all the members
* Be responsible, in conjunction with the Finance Director, for the presentation of the annual report
* Support the Finance Director in authorisation of approved payments
* Lead the County’s disciplinary committee.
* Refer any dispute arising to the Board of Directors of England Netball regarding the interpretation of the Constitution or any matter not provided for in the Constitution
* Liaise with other stakeholders including Schools Committee; England Netball; Regional Office; Netball Development Officer; Back to Netball Coaches.
* Be the figurehead for NBNA, representing the County at Regional and National level as required, and any other external meetings
* Ensure committee members fulfil their roles, responsibilities & assigned tasks in a satisfactorily and timely manner, in respect of governance of the association
* Be an advocate for Netball
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| **KNOWLEDGE & SKILLS:** | * Passionate about netball and its development in the County
* Excellent interpersonal & communication skills
* Confident communicator
* Diplomatic and helpful and capable of being unbiased/impartial
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|  | **VICE CHAIR & SAFEGUARDING ROLE**  | Logo, company name  Description automatically generated |
| **ROLE SUMMARY:** | To lead on NBNA Safeguarding and youth representation and support the Chair to coordinate affairs of the NBNA |
| **ESTIMATED HOURS:** | 2-3 hours per month  |
| **KEY TASKS:** | * To support the Chair with their responsibilities
* Deputise in the Chair’s absence at NBNA committee meetings and AGM (and other regional, national or external meetings)
* First point of contact for all safeguarding issues for North Bucks Academies, for all children and adults to report concerns and disclosures.
* Handle concerns calmly and sensitively and take appropriate action in line with the England Netball Reporting a Safeguarding Concern Procedures.
* Advise about the wellbeing, safeguarding and protection of all member’s, promoting good practice and safeguarding within North Bucks and work with others to ensure that a safe and inclusive environment is achieved.
* Oversee and encourage youth representation on the NBNA committee and with leagues/clubs within the County
* Be an advocate for Netball
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| **KNOWLEDGE & SKILLS:** | * Passionate about netball and its development in North Bucks
* Awareness of Safeguarding policies and procedures Excellent interpersonal & communication skills
* Approachable
* Diplomatic, empathetic and helpful
* Capable of being unbiased and impartial
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|  | **FINANCE DIRECTOR ROLE** | Logo, company name  Description automatically generated |
| **ROLE SUMMARY:** | To manage the finance of the County |
| **ESTIMATED HOURS:** | 4 - 5 hours per month |
| **KEY TASKS:** | * Manage the County’s finances in accordance with the decisions of the NBNA committee, recommend action on financial matters and have the right to challenge any significant or unplanned expenditure
* Produce an annual budget and work with the Chair and committee members to agree budgets for functions.
* Keep current and accurate records of all county financial transactions
* Manage invoicing, deposits and payments promptly
* Present a written financial report to all meetings of the Committee
* Prepare an annual report and balance sheet for the AGM
* Arrange and prepare accounts to be audited on an annual basis
* Agree and maintain the County expense policy and finance processes
* Monitor County affiliations (direct and through club) and ensure payment to EN for County fee.
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| **KNOWLEDGE & SKILLS:** | * Confident with numbers and accounting
* Attention to detail
* Honesty and Integrity
* Excellent planning, organisational and record keeping skills

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|  | **COUNTY SECRETARY ROLE**  | Logo, company name  Description automatically generated |
| **ROLE SUMMARY:** | To ensure effective communication in the County and facilitate effective working for the Chair and Committee   |
| **ESTIMATED HOURS:** | 4-5 hours per month |
| **KEY TASKS:** | * Ensure there are effective communication links between committee members, affiliated members and the Region
* Implement, monitor and review of County plan in conjunction with other committee members
* Point of contact for NBNA enquiries, to ensure a prompt response and manage any necessary correspondence.
* Oversee the North Bucks email account & circulate information to relevant committee members as needed, league chairs/secretaries and County schools to ensure efficient and effective communication to all clubs and players in the County
* Organise committee meetings, liasing with the Chair on the agenda and facilitating their smooth running and taking and distributing minutes approved by the Chair
* Arrange and facilitate the smooth running of the Annual General Meeting with the Chair
* Support the Finance Director and Chair in authorisation of approved payments
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| **KNOWLEDGE & SKILLS:** | * Excellent organisational skills
* Good interpersonal & communication skills
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|  | **OFFICIATING DIRECTOR ROLE** | Logo, company name  Description automatically generated |
| **ROLE SUMMARY:** | To lead, support and deliver the strategic vision for officiating in the County |
| **ESTIMATED HOURS:** | 3-4 hours per week plus regional and national meetings as required |
| **KEY TASKS:** | * Provide strategic input to County Plans on officiating matters and recommend actions to the board
* Monitor and deliver the officiating section of the regional plan, including organising umpiring courses and testing of umpires.
* Work with EN and the Region to communicate relevant information through the county, promoting and marketing officiating courses and events.
* Advise and guide League Officiating Secretaries and work with them to establish an education and training calendar of courses and events
* Help Identify and recruit new officials a & promote umpiring development at all levels
* Maintain records of umpires & their qualifications/testing history/county testing statistics
* Support priority events and schemes in the County and respond to officiating queries in relation to County led events and initiatives
* Undertake an annual review of officiating rules and procedures
* Work with Finance Director to agree Officiating budget and reconcile expenses incurred against budget, highlighting to Finance Director and NBNA committee forecasted overspend
* Coordinate county officiating expenses and provide first approval of expense claims before passing to Finance Director for second approval and payment
* Be an advocate for netball
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| **KNOWLEDGE & SKILLS:** | * Passionate about officiating and its development within the county
* Aware of Officiating development pathway
* Qualified Umpire
* Good interpersonal and communication skills
* Excellent planning and organisational skills
* Ability to build and maintain effective networks

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|  | **COACHING & PLAYER DEVELOPMENT DIRECTOR ROLE**  | Logo, company name  Description automatically generated |
| **ROLE SUMMARY:** | To lead, support and deliver the player development/performance and coaching vision for North Bucks County.  |
| **ESTIMATED HOURS:** | Up to 4 hours per week plus regional meetings when required |
| **KEY TASKS:** | * Provide strategic input to County Plans on player development, performance and Coaching matters and recommend actions to the board
* Monitor and Deliver Satellite and County Academies, including the recruitment and appointment of coaches and monitoring of player and coach performance
* Liase with schools/clubs in the County to ensure all suitable players are being nominated for Academies, and qualified coaches identified to support the Academies.
* Respond to county performance and coaching queries in relation to County led events and initiatives
* Work with the Region to establish an Education & Training calendar of courses and events for coaches and promote and market them in the County, helping recruit new coaches and develop and track talented coaches
* Work with regional Coaching & Player Development Director (and County Netball Development officer) to promote, highlight and implement opportunities, best practice and talent development pathway (for players and coaches) through the County
* Work with Finance Director to agree Performance budget and reconcile expenses incurred against budget, highlighting to Finance Director and NBNA committee forecasted overspend.
* Provide first approval of Performance & Coaching expense claims before passing to Finance Director for second approval and payment
* Be an advocate for Netball
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| **KNOWLEDGE & SKILLS:** | * Passionate and enthusiastic about developing excellent players and coaches
* Awareness of England Netball development pathway
* Qualified Netball Coach
* Good organisational & planning skills
* Good interpersonal & communication skills
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|  | **MEDIA, MARKETING & COMMUNICATIONS LEAD** **ROLE**  | Logo, company name  Description automatically generated |
| **ROLE SUMMARY:** |

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| To lead, support and deliver the strategic Media, Marketing and Communications (MMC) for North Bucks County  |

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| **ESTIMATED HOURS:** | 4-5 hours per month |
| **KEY TASKS:** | * Provide strategic input to County Plans on marketing and communication matters and recommend actions to the committee
* Ensure that equity, ethics and safeguarding policies and good practice are applied across all communication and marketing activities
* Ensure that all marketing and communication are appropriate and correctly branded as guided by England Netball
* Oversee promotion of activities, successes, and achievements within the County
* Oversee the maintenance of the county website & social media presence
* Support delivery of the any County events e.g. Goalden Globes and county contribution to Region or EN as appropriate
* Access opportunities for publicity across all forms of the media
* Work with Finance Director to agree MMC budget and coordinate county MMC expenses. Reconcile expenses incurred against budget, highlighting to Finance Director and NBNA committee forecasted overspend
* Provide first approval of MMC expense claims before passing to Finance Director for second approval and payment
* Attract investment & sponsorship for North Bucks through its media presence
* Be an advocate for netball
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| **KNOWLEDGE & SKILLS:** | * Strong interpersonal & communication skills
* Good organisational skills and able to work to a deadline
* Presentation skills
* Confident user of technology and understands the role of Social Media in promoting netball
* Good networking skills for fundraising & sponsorship
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