



CITY OF SYDNEY NETBALL ASSOC.

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## **CITY OF SYDNEY NETBALL ASSOCIATION INCORPORATED**

### **POLICY 1: DUTIES OF OFFICE BEARERS**

## **PRESIDENT**

- a. Preside at all meetings of the Association and direct where necessary.
- b. Represent the Association at meetings with local authorities and others as necessary
- c. Assist other office bearers where required

## **SECRETARY**

- a. Act as the Public Officer of the Association.
- b. Ensure a register of Life Members, Members, Associate Members, and Affiliated Clubs is maintained.
- c. Ensure an annual record of results of all competitions conducted by the Association is maintained.
- d. Ensure a record the Minutes of all meetings of the Association is recorded.
- e. Ensure distribution of Minutes of all meetings to members of the Executive.
- f. Ensure distribution of Minutes of Council, Annual General or Special Meetings to Office Bearers, Conveners of Sub committees, Life Members and to all Clubs.
- g. Prepare a report for presentation to the Annual General Meeting.
- h. Distribute all relevant material to the appropriate person/s.
- i. Arrange insurance against loss, damage to or liability of the Association by reason of fire, accident or otherwise, in conjunction with the Treasurer.
- j. Conduct such other business as directed by Council.
- k. Be responsible for the effective operation of the Association office.
- l. Authorise any official purchase on behalf of the Association.
- m. Be the liaison with Government offices, Federal, State and Local Government Departments and other outside organizations.
- n. Prepare and submit applications for Federal and State Grants and to other grant making bodies.
- o. Prepare entry of Association teams into NSWNA Ltd championship events and carnivals.

## **TREASURER**

- a. Keep a clear record of receipts and expenditure and produce it on request of Council.
- b. Prepare a Financial Statement for each Council Meeting, accompanied by a Bank Statement.
- c. Receive all monies payable to the Association and issue receipts as required.
- d. Bank all monies within seven (7) days of receipt.
- e. Pay accounts passed for payment.

- f. Pay other accounts as necessary and have these ratified at the next Council Meeting.
- g. Send account invoices as required.
- h. Pay such monies due to NSWNA Ltd. by the due date.
- i. Present an examined Balance sheet at the Annual General Meeting.

#### **UMPIRES CONVENOR**

- a. Be the holder of a National umpiring badge.
- b. Prepare and advise on Umpires theory examinations, lectures and practical coaching clinics as required.
- c. Organise and arrange coaching of umpires where necessary.
- d. Be responsible for ordering of umpiring equipment such as rule books, whistles and umpiring manuals.
- e. Keep a record of all umpiring result and badges awarded.
- f. Be responsible for the co-ordination of any umpiring duties allocated on behalf of the Association, both club and representative.
- g. Be responsible for distributing relevant information regarding umpiring.

#### **PUBLICITY OFFICER**

- a. Ensure fixtures and game results are posted on the website.
- b. Handle promotions, news and event items listed on the CSNA website.
- c. Be responsible for creating and updating the CSNA website as directed.