



Position	Vice President
Accountable to	Ballina Netball Association Committee
Elected by	Members at the AGM
Term	One year elected term
Time commitment	Approx. 10 hours per week
Remuneration	Volunteer position

Purpose & strategic contribution: The Vice President supports the President in providing leadership, governance and strategic direction for Ballina Netball Association. The Vice President contributes to effective Committee operations, organisational improvement and volunteer leadership, and assumes the responsibilities of the President when required.

Key responsibilities:

Leadership & Executive Support

- Support the President in leading the Association and Executive Committee.
- Assume the responsibilities of the President when the President is unavailable or unable to act.
- Chair Committee or General Meetings in the absence of the President.
- Support Committee members and Coordinators to understand and fulfil their responsibilities.
- Foster a collaborative, inclusive and respectful Committee culture.
- Support effective communication and collaboration across Committee portfolios.

Strategic Planning & Organisational Improvement

- Coordinate annual planning processes in collaboration with the President and Executive Committee.
- Monitor implementation of the Strategic Plan and agreed Association priorities.
- Coordinate review of plans and report progress to the Executive Committee.
- Lead agreed organisational improvement projects.
- Support the review and development of Association policies, procedures and governance practices.
- Support succession planning, Committee induction and volunteer development.

Governance

- Support the President and Executive Committee to ensure the Association operates in accordance with its Constitution, policies and affiliated requirements.
- Support effective and transparent Committee decision-making.
- Assist in identifying and managing organisational risks and emerging issues.
- Act as an alternate authorised signatory where approved and consistent with the Association's Constitution and financial authorities.

Representation & Stakeholder Engagement

- Represent the Association at meetings, functions and external forums when delegated or acting in place of the President.
- Support relationships with Netball NSW, member clubs, local government and community stakeholders.
- Support the development of partnerships, sponsorship and funding opportunities where required.

Key relationships:

Internal

- President
- Secretary
- Treasurer
- Committee Members
- Operations Coordinator
- Member Clubs
- Volunteers

External

- Netball NSW
- Local Council
- Sponsors and partners
- Other Netball Associations
- Community organisations

Knowledge, skills and attributes:

- Strong leadership and interpersonal skills.
- Effective written and verbal communication.
- Strong organisational and planning skills.
- Strategic and forward thinking.
- Sound judgement and decision-making.
- Ability to build and manage positive relationships.
- Ability to delegate and support others effectively.
- Sound understanding of BNA's activities, roles and responsibilities.
- Understanding of governance, legal and compliance obligations.
- Receptive to change and organisational improvement.
- Conflict resolution and mediation skills.
- Confidentiality, discretion and professionalism.
- Capacity to assume the responsibilities of the President when required.

Annual responsibilities:

General business

- Support the President in the ongoing leadership and governance of BNA.
- Attend Committee and General Meetings and chair meetings when required.
- Monitor progress towards strategic and organisational priorities.
- Support Committee members and Coordinators where leadership or governance assistance is required.
- Lead agreed policy, governance or organisational improvement projects.
- Represent BNA where delegated by the President or Committee.

Preseason (Winter Competition)

- Coordinate annual planning and goal-setting processes with the President and Committee.
- Support Committee induction and clarification of roles and responsibilities.
- Coordinate review of relevant policies, procedures and competition requirements prior to the season.
- Support volunteer recruitment and succession planning.
- Monitor readiness against agreed preseason priorities.

Representative Program

- Support the President and Representative Coordinator with significant organisational or governance matters where required.
- Represent BNA at representative events and external functions where appropriate.
- Support the Executive Committee with issues requiring Association-level decision-making.

Winter Competition Season

- Support the President with emerging organisational and governance matters.
- Maintain regular engagement with Committee members and Coordinators.
- Monitor implementation of annual priorities and identify areas requiring action.
- Support the resolution or escalation of significant issues in accordance with BNA policies and procedures.
- Attend key Association events and represent BNA where required.

Post Season & Annual General Meeting

- Coordinate review of progress against annual and strategic priorities.
- Identify organisational improvements arising from the completed season.
- Support review of relevant policies and procedures.
- Support succession planning and Committee recruitment.
- Attend the AGM and assume meeting responsibilities if required.
- Support induction and transition of incoming Committee members.
- Coordinate planning priorities for the following year with the President and Committee.

Authority:

The Vice President is authorised to act within responsibilities delegated by the President or Executive Committee and to exercise the authority of the President when formally acting in that capacity.

The Vice President may lead agreed planning, governance and organisational improvement activities. Significant financial, strategic, policy and governance decisions remain subject to Committee or member approval as required by the Constitution

Measures of success:

- The President and Executive Committee are effectively supported.
 - Annual and strategic priorities are actively monitored and progressed.
 - Committee members understand their responsibilities and receive appropriate leadership support.
 - Policies, procedures and organisational systems are regularly reviewed and improved.
 - Effective leadership continuity is maintained when the President is unavailable.
 - Positive and collaborative relationships exist across Committee portfolios.
 - Succession planning and Committee development contribute to organisational continuity.
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Mandatory requirements:

- Current NSW Working with Children Check, where required.
- Completion of BNA induction requirements.
- Compliance with BNA and Netball NSW policies, codes of conduct and safeguarding requirements.