

VOLUNTEER OPPORTUNITIES WITH NETBALL ALBERTA
September 11, 2020

We have three volunteer avenues for your consideration and would like to hear from you **by September 30, 2020** if you are excited by any of these opportunities:

- Become a director of the Alberta Netball Association
- Take on an administrative volunteer position which does not require board level commitment
- Serve on a sub committee to contribute to discreet project eg strategic plan, marketing plan

The information below is intended to provide a high level summary of the roles. Please contact Emma Wilton junior@netballalberta.com for more information about any of the roles.

1. Become a director of the Alberta Netball Association

The role of the Directors

Directors are volunteers with a passion for amateur sport. Their values should align with the values of Netball Alberta and the [objects](#) of the Association. The Directors have the full power and authority to manage the business and affairs of the Association. For clarity the diagram below represents the scope of the Netball Alberta Association. The focus of the Association is one of implementing the Provincial program and supporting City based league programs.

Alberta Netball Association			City Leagues
Support the business	Grass roots development	Elite Development	Adult programming
Administration to make it happen	Youth Junior A, B, Youth Development Squad	Provincial representative teams	
Market the sport	Provide wide school development	Officials development	
Host provincial tournament		Coaches development	

The year ahead

Directors of Netball Alberta could be expected to be involved in the follow priority projects in the year ahead:

- Continuing to improve the [governance](#) of the Association, through review of and amendments to bylaws, objects and policies.
- Determining an appropriate organization structure to recognize city based leagues.
- Developing a strategic plan for the next 3-5 year cycle.
- Managing and strengthening the finances and income streams of the Association.
- Developing a marketing plan to support the strategic plan.
- Monitoring the impact of COVID-19 on programming.
- Hosting Nationals in Calgary in May 2021.

VOLUNTEER OPPORTUNITIES WITH NETBALL ALBERTA

September 11, 2020

Qualifications

A technical understanding of the game of netball is **not** required to serve as a Director of the Alberta Netball Association, with the exception of the Technical Director role. A Director does **not** need to be a member of the Association, thereby opening up the opportunity to parents of players or others who do not actively participate in netball programs.

As per the bylaws a Director must:

- Be a resident in Alberta
- Be greater than 16 year of age
- Be of sound mind
- Not have the status of bankrupt
- For some roles there is the requirement to be a Resident Canadian (citizen or landed immigrant).

An application form will be used to screen applicants against these, and position specific, requirements. In accordance with the volunteer screening policy, a police check will be required.

Time commitment

For *most* of the positions the volunteer time commitment *on average* would be 8 hours per month, however this would vary according to the phase of the netball season. This would include attending meetings, preparing reports and fulfilling the core responsibilities of the role.

The roles and skills

The following highlights are intended to *summarize* the directors' positions and the skills that would be beneficial to success. More information on the responsibilities of some roles is available in the bylaws, and more detailed job descriptions are available upon request.

President

- A two year term as per the bylaws, elected on even numbers years.
- Has general superintendence and direction of the other officers of the Association and other responsibilities as noted in the bylaws.
- Provides leadership for the governance of the Association.
- Skills in business management, administration, governance, human resources, financial management, communication or project management would be an asset.

Secretary

- Record keeper of minutes, and other responsibilities as noted in the bylaws.
- Communicator of notices to members and Directors.
- Skills in communication, governance, project management or business management would be an asset.

VOLUNTEER OPPORTUNITIES WITH NETBALL ALBERTA
September 11, 2020

Treasurer

- Keeps accounting records and prepares reports on the financial position of the Association.
- Manages the Revenue Canada account and submits required filings for employees.
- Knowledge of Revenue Canada requirements for societies / non profit organizations and employers.
- Hands on experience with Quickbooks software is required.
- Professional accounting qualifications are preferred.
- Skills in financial management, attention to detail, business management.

Vice President

- Exercises the duties and authorities of the President in their absence
- Provides leadership in governance, strategic planning, administration.
- Skills in business management, administration, governance, human resources, financial management or project management would be an asset.

Strategic Director

- Champions the development of a 3-5 year strategic plan.
- Monitors the implementation of the strategic plan, holding others accountable for their inputs into the strategic plan.
- Skills in business management, strategic planning, communication or project management would be an asset.

Technical Director

- Develops a program for umpiring development and assessment at Provincial level and supports City leagues to implement the program.
- Works with the Head Coach to promote the development of a coaching program at the Provincial level and support City leagues to implement the program.
- Technical netball knowledge of the rules of the game, coaching principles and practices, athlete development is required. Preferably at, or working towards, Level 2 umpiring or NCCP coaching qualifications.
- Skills in communication, sport programming planning, coaching and mentoring would be an asset.

Marketing Director

- Champions the development of a marketing plan.
- Empowered to lead the marketing sub committee to implement the marketing plan.
- Manages and implements the advertising budget to promote netball in accordance with the strategic plan
- Skills in communication, marketing, social media management, business management or project management would be an asset.

VOLUNTEER OPPORTUNITIES WITH NETBALL ALBERTA
September 11, 2020

Calgary League Representative / Edmonton League Representative / Vegreville League Representative

- Empowered to lead the respective League sub committee, in accordance with the terms of reference from the NA Executive, to deliver adult netball programming in the respective city.
- Responsible to manage and coordinate the operations of the respective League sub committee, including delegating to committee member volunteers.
- Responsible to report back to NA on major operational issues that affect the terms of reference.
- Skills in communication, people management, project management, business administration or scheduling would be an asset.

2. Other administrative volunteer positions

There are also other volunteering opportunities that do not require board commitment. These are highly valued and necessary for Netball Alberta administration and operations. In accordance with the volunteer screening policy, a police check will be required to fulfill these roles.

Registration Coordinator

- Records the receipt of membership and program fees through SI Play platform, prepares reports on membership numbers.
- Follows up on late or outstanding registration or program fees.
- Assesses requests for financial assistance.
- Skills in administration, attention to detail or communication would be an asset.

Merchandise coordinator

- Manages the inventory of uniforms and sale merchandise which is kept in secure storage.
- Fulfills online orders of merchandise and sets up and runs the merchandise table at select league and tournament events.
- Skills in communication, administration or inventory management would be an asset.

Health and safety coordinator

- Advises on health and safety requirements to all Netball Alberta sanctioned activities.
- Champions the COVID return play protocols.
- Develops a program to ensure that responsible people are in place and appropriately trained
- Chairs the health and safety committee.
- Skills in business administration, risk identification, health and safety experience would be an asset.

VOLUNTEER OPPORTUNITIES WITH NETBALL ALBERTA
September 11, 2020

Bookkeeper

- This role is currently fulfilled by a paid third party bookkeeper. For financial cost savings we would prefer to have this conducted by a volunteer.
- Works with the Treasurer to record financial transactions in Quickbooks.
- Hands on experience with Quickbooks, and professional bookkeeping experience is required.

3. Project volunteers

Alternatively, if you just want to get involved by contributing to discreet projects that suit your skills or interest then we would like to hear from. If you have skills in:

- event planning
- financial management
- organizational change
- marketing
- social media management
- communication

then we would like to hear from you! Please contact Emma Wilton junior@netballalberta.com