



VICE PRESIDENT JOB DESCRIPTION

Our Organisation

The Darwin Netball Association (DNA) is the governing body for netball in the Darwin region. We aim to unite, inspire, enrich and support those who love the sport of netball as much as we do.

The DNA has an elected Management Team who are volunteers. The DNA has a part time Administrative Officer who coordinates the administrative functions of the Association to lessen the burden on the volunteers.

Primary Objective

- The Vice President's role is a volunteer position.
- Complaints Officer / Hearing Officer for the DNA in adherence to the Incident Complaint Procedure.

Key Duties

- Support and assist the President in their duties
- In the absence or incapacity of the President to exercise all their powers, authorities and duties
- In the absence or incapacity of the President shall preside over meetings of the DNA and represent the DNA as required
- To act as a public relations officer for the DNA together with the President
- Actively work with the President to create sponsorship with supporting businesses and aid in their advertisement and promotion within the DNA
- Perform any other duties as directed by the Management Team
- Attend as many competitions and DNA events as possible to promote the DNA and support players, coaches, managers, clubs, umpires, parents and spectators

Skills Required

- Good communication skills
- Friendly and caring attitude
- Effective delegation skills
- Is well informed of all DNA activities
- Is aware of the future directions and plans of the DNA
- Understanding of the DNA's constitution, by-laws, policies and procedures
- Is a supportive leader for all DNA members
- Can maintain confidentiality on relevant matters
- IT competency – be familiar with basic operating systems, Microsoft Office, internet, email and Netball Connect
- To acknowledge the requirement for separation of personal interests and DNA matters
- Act in the best interest of the DNA at all times whilst in the assigned role.