

The qualities and tasks outlined on this form are for guidance only. While you might be ultimately accountable for the responsibilities outlined here, that doesn't mean you have to do it all yourself. The new Board members are encouraged to implement a governing structure that works for them – we can't wait to see what you think of!

Outline Role Description - President

Desirable qualities:	<p>For this role, you are likely to:</p> <ul style="list-style-type: none"> • Have a passion for netball, and especially for Amsterdam Netball Club • Be friendly and approachable • Be able to think strategically • Have strong interpersonal skills <p>Nice to have:</p> <ul style="list-style-type: none"> • Dutch language skills
Main tasks:	<ul style="list-style-type: none"> • Support the efficient running of the club • Running training sessions • Liaising with the Gemeente and sports halls regarding sports hall reservations • Keeping in contact with other Dutch and international clubs and Netball Netherlands • Chairing regular committee meetings and Annual General Meetings • Recruiting and supporting new committee members • Ensuring an understanding of and compliance with the legal responsibilities of the club
Estimated hours:	4-8 per week
What can be gained from this role?	<p><i>Lucy says: As President, you really feel like the heart of the club, and that's so special. You get to know almost every member, and you realise how important ANC is for so many people. Working closely with the Gemeente, sports halls and other clubs helps you feel integrated into Dutch society, and makes you realise that you are one of the pioneers bringing netball to the Netherlands. I have also learned many things that I can also take into my "real life" job, such as about people management, governance and organising events.</i></p> <p>As a Board member, you also have access to courses on governing sports organisations such as those run by the Gemeente or the NOC*NSF (mostly in Dutch). There are opportunities to pursue coaching and umpiring qualifications, if you choose to do so.</p>
Other information:	For any questions or an informal chat about this position, you can contact Lucy.

Outline Role Description - Treasurer

Desirable qualities:	<p>For this role, you are likely to:</p> <ul style="list-style-type: none"> • Have a passion for netball, and especially for Amsterdam Netball Club • Be organized and efficient • Be methodical and have an eye for detail and • Have a love for google sheets and making things balance <p>Nice to have:</p> <ul style="list-style-type: none"> • Accounting background
Main tasks:	<ul style="list-style-type: none"> • Managing the club's income and expenditure in accordance with club rules • Keeping up to date financial records • Producing an end of year financial report • Maintaining a budget to ensure appropriate fund management • Identifying a suitable individual to independently review the annual accounts • Regularly reporting back to the club committee on all financial matters • Efficient payment of invoices and bills • Oversight of membership fees and membership process (in consultation with other committee members, e.g., membership officer)
Estimated hours:	2- 8 per week
What can be gained from this role?	<p><i>Blair says: As Treasurer, you're essentially responsible for club finances and making sure we have enough funds to continue operating (no pressure!). Having said that, the processes are well setup, and the type of income (member fees) and expense (court fees, etc) are all pretty easy to deal with. It's an enjoyable role too, as you're actively involved in almost all areas of the Club - as pretty much everything costs something! You'll be involved with membership management, helping set fees, and liaising with members, but also all social activities to help budget and plan, and heavily involved in the tournaments and making sure we keep these cost effective and run a small profit if we can! It's a great way to be actively involved in the Club !</i></p>
Other information:	<p>For any questions or an Informal chat about this position, you can contact Blair.</p>

Outline Role Description - Secretary

Desirable qualities:	<p>For this role, you are likely to:</p> <ul style="list-style-type: none"> • Have a passion for netball, and especially for Amsterdam Netball Club • Be super organised and efficient • Have great communication skills • Have a good eye for detail <p>Nice to have:</p> <ul style="list-style-type: none"> • Project management skills
Main tasks:	<ul style="list-style-type: none"> • Being the first point of contact for club enquiries • Organising and attending key meetings (including AGM and regular committee meetings) • Taking and distributing minutes • Dealing with club correspondence and managing the club email inbox • Maintaining up to date records and managing storage of club documents • Overseeing club social media and social activities (in consultation with other committee members e.g. social officer)
Estimated hours:	2- 8 per week
What can be gained from this role?	<p><i>Grace says: As Secretary, you're the central admin person for all club communications, and responsible for making sure everything runs smoothly! As keeper of the inbox, most correspondence comes through you, so you have oversight of everything that's going on in the club. Organising teams to attend international tournaments and helping to plan our very own Amsterdam tournament is great fun and really makes you feel a part of the wider European Netball community. And, with help from the social officer, you're in charge of planning socials, booking Christmas quizzes, and ensuring there's always a brunch reservation, which arguably is the most important job in the club!</i></p>
Other information:	<p>For any questions or an Informal chat about this position, you can contact Grace.</p>