

Role Title:	Chair
Responsible to:	County Committee
Main Purpose of the Role:	To ensure an efficient, well managed County Association
Duties:	<ul style="list-style-type: none"> • Attend County Committee meetings (approximately 8 per year, plus AGM) • To chair all meeting of the County Committee (including AGMs) and guide members through the agenda • Liaise with the Secretary on the agenda for each meeting and to approve the minutes before they are circulated • To represent the County at other appropriate meetings • To ensure that all County Committee members and England Netball members are able to have a 'voice' on delivery in the County • Provide leadership for the County taking decisions as required with consultation with the County Committee • Hold the casting vote in the event of a split decision • Ensure that all meetings and other work undertaken through-out the County are necessary and carried out effectively • Be responsible, in conjunction with the Secretary, for the presentation of the annual report • Authorise expenses/County expenditure • To act as a signatory on County cheques • To provide support/guidance to County members where appropriate • To give speeches where necessary (e.g. end of season dinner/AGM)
Essential Qualifications/ Skills/Knowledge required:	<ul style="list-style-type: none"> • Must have a sound working knowledge of the Nottinghamshire Netball, East Midlands Netball and England Netball Governance structures, and because of the need to attend meetings at regional level, will preferably have held a Board or TSG appointment at regional level for a minimum of two years. • Excellent management and leadership skills • Good organisation skills • The ability to make decisions • Good communication skills • The ability to delegate • Member of England Netball

Role Title:	Vice Chair
Responsible to:	Chair
Main Purpose of the Role:	To support the Chair to ensure the County is efficient and well managed.
Duties:	<ul style="list-style-type: none"> • Attend County Committee meetings (approximately 6-8) per year, plus AGM) • Support the Chair and undertake work assigned by the Chair • Take the chair at Committee meetings when the County Chair is unable to attend
Essential Qualifications/ Skills/Knowledge required:	<ul style="list-style-type: none"> • Must have a sound working knowledge of the Nottinghamshire Netball, East Midlands Netball and England Netball Governance structures and because of the need to attend regional meetings in the Chair's absence, should preferably have held a Board or TSG appointment at regional level for a minimum of 1 year. • Good management and leadership skills • Good organisation skills • The ability to make decisions • Good communication skills • The ability to delegate • Member of England Netball

Role Title:	Secretary
Responsible to:	County Committee
Main Purpose of the Role:	To act as principle administrative officer for the County and act as first point of contact for general correspondence
Duties:	<ul style="list-style-type: none"> • Attend County Committee meetings (approximately 8 per year, plus AGM) • Arrange a suitable venue for committee meeting and inform other committee members of arrangements • Write agendas from County Committee meetings with appropriate guidance from the Chair • Duplicate, distribute the minutes to all County members and publicise according to the County constitution • Give due notice in writing of AGMs • Maintain records of meetings correspondence etc in an effective manner • To represent the County at other appropriate meetings • If unable to attend any meeting, arrange for correspondence to be sent to the meeting. • Assist the Chair prepare an annual report for the AGM • To be the first point of contact for the County and disseminate information to the secretary of all affiliated leagues and clubs as appropriate • Deal with any enquiries and necessary correspondence
Essential Qualifications/ Skills/Knowledge required:	<ul style="list-style-type: none"> • Good all-round communication skills • Computer literate with access to a computer. Access to e-mail is essential • Well organised • Administrative skills • Member of England Netball

Role Title:	Competition TSG Lead
Responsible to:	County Committee
Main Purpose of the Role:	To maintain and increase the standard of competition at all levels within the County
Duties:	<ul style="list-style-type: none"> • Attend County Committee meetings (approximately 8 per year, plus AGM) • Arrange and chair County TSG meetings as necessary (approximately 3 per year) • Attend meetings of the Regional Competition TSG • Organise the Winter Saturday League, including agreeing fees with County Treasurer, issuing details and entry forms, receiving entries, arranging and publicising fixtures, booking courts • Oversee the running of the League, including collecting scores, collating results throughout the season, publishing final scores • Liaise with Disciplinary Secretary over league-related problems • Liaise with Officiating Secretary over provision and qualification of umpires and other officials • Oversee the running of the Summer and Winter Sunday leagues • Compile and maintain the League Rules and Regulations • Ensure all club managers, coaches and players are kept up to date with changes in rules and regulations • Be responsible for organising County Rounds of National Competitions e.g. U14 and U16 Clubs Competitions • Be responsible for organising and running East Midland Regional Events on behalf of Nottinghamshire (1/2 per year) • Ensure that all relevant league correspondence and information is passed onto clubs • Feedback any relevant matters at committee meetings
Essential Qualifications/ Skills/Knowledge required:	<ul style="list-style-type: none"> • Good organisation skills • Good communication skills • Knowledge of Rules and Regulations for County, Regional and National Competitions • Member of England Netball

Role Title:	Officiating TSG Lead
Responsible to:	County Committee
Main Purpose of the Role:	To maintain and increase the standard of officials by ensuring that all levels of officials attend sufficient and relevant courses and training.
Duties:	<ul style="list-style-type: none"> • Attend County Committee meetings (approximately 6 per year, plus AGM) • Attend Regional Officiating TSG meetings • Maintain accurate records of all umpires in the county including level of qualification; • Arrange umpire assessments including written paper and practical pre-assessments; • Arrange officiating courses (usually a minimum of 2 per year) • Identify and signpost appropriate development opportunities for umpires; • Promote the umpire mentor scheme; • Make recommendations to the NNA Committee about officiating within the county; • Identify and support more volunteers as required to become umpire tutors, assessors, mentors and table officials; • Communicate effectively with officials in the county so they can understand and feel part of the EN/NE officiating pathway; • Liaise with and support other TSGs as necessary.
Essential Qualifications/ Skills/Knowledge required:	<ul style="list-style-type: none"> • Good organisational skills • Good communication skills • A knowledge of Officiating • Member of England Netball

Role Title:	County Association Treasurer (updated 27 October 2020)
Responsible to:	County Committee
Main Purpose of the Role:	To manage and monitor NCNA financial records and accounts. (Initially working under the guidance of the current Treasurer)
Duties:	<ul style="list-style-type: none"> • To manage County finances in accordance with the decisions of the committee and have the right to raise queries about requested expenditure • Attend County Committee meetings and report on the County's financial position (approximately 8 meetings per year, plus AGM) • Attend meetings of the Governance and Finance TSG (3 -4 per year) • If unable to attend Committee meetings ensure that a written report is sent • Agree an annual budget with the County Committee • Prepare an annual report and balance sheet for the AGM • Communicate effectively with all Committee members about income and expenditure. • Work with the Schools' TSG to effect an orderly transfer of funds from the former Schools' Association to the NCNA accounts. • Recommend action on financial matters to the Committee • To make bank transfer and cheque payments as requested • To act as a signatory on County Association cheques • To pay County/volunteer/committee expenses as detailed in the County constitution • To bank all money collected • To record and monitor all transactions and keep accurate records of County income and expenditure • To undergo audits when requested • Liaise with the County Association's bankers and auditors
Essential Qualifications/ Skills/Knowledge required	<ul style="list-style-type: none"> • Good organisational skills • DBS check or equivalent required • Member of England Netball

Role Title:	Coaching TSG Lead
Responsible to:	County Committee
Main Purpose of the Role:	To maintain and increase the standard of coaches by ensuring that the relevant coaching courses and mentoring are available to all coaches who are current members of England Netball.
Duties:	<ul style="list-style-type: none"> • Attend County Committee meetings (approximately 8 per year, plus AGM) • Lead the Coaching TSG and set up at least 3 TSG meetings per year. • Maintain an up to date list of qualified coaches • Signpost coaches to appropriate courses for their development. • Support the recruitment of new coaches • Be responsible for and make recommendations for coaching within the County • Liaise with the treasurer over fees, expenses and other finance matters • Liaise with the Performance TSG Lead within the County and the Regional Performance Coach regarding mentoring opportunities • Support the continued development of the County mentoring scheme • Ensure that all relevant correspondence and information is passed onto coaches • Liaise with the Disciplinary Secretary regarding safeguarding and welfare information • Liaise with the Officiating Secretary regarding England Netball Directives and Guidelines to develop a County Officiating and Coaching Sub Group • Feedback any relevant matters at committee meetings
Essential Qualifications/ Skills/Knowledge required:	<ul style="list-style-type: none"> • Good organisational skills • Good communication skills • A knowledge of Coaching • Member of England Netball

Role Title:	Membership Secretary
Responsible to:	County Committee
Main Purpose of the Role:	To administer the membership process within the County
Duties:	<ul style="list-style-type: none"> • Be the first person to help clubs with issues relating to the Engage membership system • Liaise with England Netball regarding membership • Liaise with Schools TSG regarding schools' membership • Communicate financial information regarding membership to the County Treasurer • Attend County Committee meetings (approximately 8 per year, plus AGM) • If unable to attend Committee meetings ensure that a written report is sent • Deal with any membership enquiries and necessary correspondence • Ensure that the County is a member of England Netball
Essential Qualifications/ Skills/Knowledge required:	<ul style="list-style-type: none"> • Good all-round communication skills • Computer literate with access to a computer. Access to e-mail is essential • Well organised • Administrative skills • Member of England Netball

Role Title:	Website & Social Media Secretary
Responsible to:	County Committee
Main Purpose of the Role:	To promote and publicise netball activity and achievements across the County
Duties:	<ul style="list-style-type: none"> • Raise the profile of the netball in the local community • Promote club/county events to include Annual Charity Tournaments • Maintain the County Association website • Update County Association social media • Attend Committee meetings – approximately 8 per year
Essential Qualifications/ Skills/Knowledge required:	<ul style="list-style-type: none"> • Well organised • Good communication skills • Able to produce interesting, press releases etc • Access to a telephone and computer • Promote club/county events • Any previous experience of marketing would be useful but not essential • Member of England Netball

Role Title:	Disciplinary Secretary
Responsible to:	County Committee
Main Purpose of the Role:	To implement England Netball's Disciplinary Regulations at County level.
Duties:	<ul style="list-style-type: none"> • Attend County Committee meetings (approximately 8 per year, plus AGM) • Give advice to the County Committee and league clubs with England Netball membership about the EN Codes of Conduct and the implementation of the EN Disciplinary Regulations • Be the first point of contact at County level for complaints relating to disciplinary matters as set out in the EN Disciplinary Regulations. • Identify disciplinary matters relating to the protection of children, young people and vulnerable adults and refer to EN for further action. • Maintain records of County personnel who have attended EN's Disciplinary Regulations training courses and who can sit on committees and panels. • At County level, set up investigation committees; disciplinary and appeals panels, where necessary. • Act as secretariat and give advice to County level investigation committees and disciplinary and appeals panels. • Maintain accurate records of all actions taken in respect of individual disciplinary matters and retain these in line with the required periods set out in the EN Disciplinary Regulations. • Notify EN of the outcome of disciplinary panels and appeals
Essential Qualifications/ Skills/Knowledge required:	<ul style="list-style-type: none"> • Member of England Netball • Good organisational and time management skills • Good communication skills • A knowledge of the England Netball Disciplinary Procedures • Attendance at an EN Disciplinary Regulations Training course every three years.

Role Title:	Safeguarding/Covid Officer
Responsible to:	County Committee
Main Purpose of the Role:	To be the first point of contact at County level for safeguarding and welfare queries and liaising with England Netball as appropriate.
Duties:	<ul style="list-style-type: none"> • Attend County Committee meetings (approximately 8 per year, plus AGM) and provide reports. • Act as a county level contact for anyone who has queries or concerns relating to the safeguarding and welfare of children and young people; and covid safeguarding requirements. • Keep a list of all club and league Covid officers in the County. • To make referrals, where appropriate to England Netball's Lead Child Protection Officer and seeking their advice and assessment on any referrals. • Advise on the application of England Netball's policies. • Provide information about appropriate training for coaches and volunteers according to England Netball requirements. • Keep appropriate confidential records. • Provide information and advice to member clubs and schools (via the Schools' Technical Support Group on England Netball's safeguarding policies and procedures, including DBS checks and relevant training courses. • To become an authorised DBS checker within one year of taking on the role.
Essential Qualifications/ Skills/Knowledge required:	<ul style="list-style-type: none"> • Good communication skills and the ability to work confidently with volunteers. • Ability to handle sensitive and confidential information in line with England Netball's requirements. • Organised and able to create and maintain records appropriately. • Have an up to date Enhanced DBS clearance check through England Netball. • Have completed, or be willing to complete, on appointment, the England Netball online Safeguarding introductory course. • Have attended a Sports Coach UK Safeguarding and Protecting Children Workshop or equivalent direct delivery course within six months of taking on the role. • Have attended a Time to Listen Workshop within one year of taking on the role. • Awareness of the local statutory child protection arrangements and understanding of the EN Safeguarding in Netball policies and procedures and a basic knowledge of core legislation around safeguarding. • Member of England Netball

Role Title:	Governance and Finance Technical Support Group (TSG) Lead (27 October 2020)
Responsible to:	County Committee
Main Purpose of the Role:	To lead the Governance and Finance TSG which manages/oversees governance, finance and safeguarding activity on behalf of NCNA
Duties:	<ul style="list-style-type: none"> • Lead the Governance and Finance TSG whose members include the County Safeguarding/Covid Officer; the Disciplinary Secretary; and the Treasurer, in line with NCNA, Regional and EN Regulations and Guidelines. Convene and chair 3-4 meetings annually. • Attend NCNA Committee meetings (approximately 8 meetings per year, plus AGM). If unable to attend NCNA Committee meetings ensure that a written report is sent; • Oversee the development, review and maintenance of all NCNA governance and policy documentation in line with County, Regional and England Netball requirements; • Lead on the development of the county plan and support its delivery in the County; • Communicate effectively with other Committee members and the wider NCNA membership; • Liaise with all NCNA TSGs annually about the production or review of role descriptions for all TSG members; • Ensure that all NCNA and TSG members have signed a NCNA Code of Conduct policy document; • Complete the annual EN governance Health Check on behalf of NCNA.
Essential Qualifications/ Skills/Knowledge required:	<ul style="list-style-type: none"> • Have a sound understanding of England Netball, Regional and NCNA governance arrangements or be willing to learn about these quickly under the guidance of the County Chair/Vice Chairs and other Governance and Finance TSG members; • Effective leadership and organisational skills • Good communication skills – written and oral • Member of England Netball

	Schools' TSG Lead
Responsible to:	County Committee
Main Purpose of the Role:	To ensure that the schools' TSG uphold the values and vision of the committee through their delivery and oversight of netball development across the Nottinghamshire schools' sector.
Duties:	<ul style="list-style-type: none"> • Lead the Schools' Technical Support Group (TSG). Prepare the agendas for meetings, take the minutes and circulate them within 2 weeks following the meeting. • Act as a first point of contact for information relating to schools' netball in the county and ensure this is circulated as required, including to members of the TSG, (to facilitate effective communication between meetings) within a week of receipt. • Act as liaison between the County Committee and their designated TSGs and the Schools' TSG in relation to: Schools' Membership; County and Regional schools' competitions; Player, coach, officiating or scouting development opportunities; Publicity; Governance • Line manage members of the TSG responsible for the oversight of the organisation and management of the County school's competitions, Central Venue Leagues (CVL) and Schools' Finance • Line manage members of the TSG responsible for the oversight of the County Schools' Netball Development Programme, liaising with Notts County Academy and Satellite personnel through delegated representation on the Performance TSG • Facilitate the development of members of the TSG in their roles and responsibilities through effective delegation and ensure they are valued for their contributions. • Attend County Committee meetings and contribute to discussions (approximately 6 per year plus the AGM) presenting an annual report as requested.
Essential Qualifications/ Skills/Knowledge required:	<ul style="list-style-type: none"> • A sound working knowledge of the Nottinghamshire schools' sector and England Netball in relation to schools' membership and competitions • Good organisational and administrative skills • Excellent leadership and management skills • The ability to make wise decisions • Effective communication skills • A member of England Netball and Notts County Netball Association

Role Title:	Performance TSG Lead
Responsible to:	County Committee
Main Purpose of the Role:	To lead the performance TSG to ensure the effective delivery of the academy and satellite programmes on behalf of the County Association
Duties:	<ul style="list-style-type: none"> • To recruit and appoint Performance TSG members each with a specific role in the group • To develop a “Roles and remit “document for the Performance TSG • To manage the County Academy Head Coach and Lead Coach, the Academy Administrator, and oversee the work of the Satellite Academy Lead Coach and assistant coaches • To attend meetings of the County Committee (approx 6 per year) and report back on key performance developments • Attend Regional Performance meetings • Chair meetings of the Performance TSG and approve the meeting minutes • Ensure that ensure that members of the TSG understand and are capable of the requirements of their respective roles. • Ensure that with the TSG Members that, Young athletes in Notts are identified and have access to an effective performance pathway programme and fully supported throughout the relevant processes; <p>County and Academy and Satellite Coaches have appropriate development opportunities and are supported in their delivery of the Academy and Satellite programmes;</p> <p>The county is supporting England Netball’s Talent identification programme through the education locally of teachers, coaches and scouts;</p> <p>Parents understand the requirements of the performance pathway programme by having access to parent workshops;</p> <p>Regular progressive reviews of the Notts performance academy and satellites are carried out Including monitoring and evaluation of the quality of delivery; and athlete progression outcomes;</p> <p>Development opportunities are identified and progressed.</p>
Essential Qualifications/ Skills/Knowledge required:	<ul style="list-style-type: none"> • Strong organisational skills • Good communication skills both oral and written • Strong interpersonal and management skills • Knowledge of England Netball Performance pathways • A member of England Netball