



## BNA

### Roles & Responsibilities

This document aims to help understand the requirements for an individual to perform the core roles within the BNA Committee.

The latest Committee structure and members within the roles can be found on the Birmingham Netball Website.

[About Us - Birmingham Netball](#)

### CHAIR

The Chair provides leadership for the committee and ensures the committee fulfils its role in respect of the governance and Constitution of the association.

The Chair leads meetings by setting the agenda and manages meetings in line with the agenda. The Chair will ensure it is a inclusive environment where all members may debate any agenda items to reach an agreement recognising difference and encouraging all to participate. Where any disagreement arises the Chair will remain impartial, call the meeting to order to ensure decisions are made fairly.

The Chair works closely with the Treasurer and Secretary to ensure that the BNA is run effectively and to policy. The Chair is a signatory for the BNA bank account alongside other nominated committee members.

Key responsibilities:

- Provide leadership as above
- Agree meeting dates, Set agenda's liaising with the Secretary, chair the meetings, close the meeting
- Sign and approve minutes of all meetings
- Represent the BNA at Regional events
- Write the Annual Report alongside the Secretary
- Welcome and involve new members
- Approve expenses and sign cheques alongside Treasurer

The Vice Chair or nominated member will take on responsibilities of the Chair in any absence.

## TREASURER

The Treasurer manages and control funds the association is responsible for on behalf of the committee by maintaining records of all income and expenditure and gaining appropriate approvals for expenditure. A full audit trail is required for each payment.

The Treasurer must maintain systematised records and be able to report on current financial position at each committee meeting and record in the minutes. This should include an update on income and expenses since the previous meeting and the current balance and where applicable any outstanding income/ expenditure yet to be resolved.

The Treasurer operates the bank account, reconciles the bank statements and liaises with the bank regarding changes to the bank mandate and list of authorised signatories. The Treasurer will retain the cheque book and arrange all payments with the appropriate signatories.

At events two members will manage any monies received and count the proceeds before leaving the event and bank or place in a safe place overnight.

The Treasurer will provide the Annual Accounts at the AGM alongside the Chair and be audited or independently examined prior to the AGM.

### Key Responsibilities:

- Own and manage the accounts on behalf of the committee
- Maintain accurate and detailed financial records
- Provide account balances and fund movements each meeting
- Prepare and sign all payments, make approved payments and expenses.
- Count and bank all monies
- Liaise with the Bank on all financial matters
- Ensure committee follow agreed procedures for handling financial matters.
- Prepare annual accounts for the AGM and ensure independently approved prior to AGM.

## SECRETARY

The Secretary is responsible for ensuring effective communications between committee members, affiliated members and external bodies.

The Secretary manages all correspondence (paper or electronic) that the BNA receives and helps the Chair run the BNA efficiently including the decisions on funding application from affiliated members.

The Secretary will arrange meetings, prepare meeting paperwork, gain approval for minutes from the Chair and distribute minutes to all members.

The Secretary will own all governance documents and prepare any changes to those documents for approval at meetings or at the AGM where appropriate.

The Secretary will arrange the AGM and help the Chair prepare for the annual report and any EGM's when required.

#### Key Responsibilities

- Manage all correspondence
- Arrange meetings, prepare agendas, communicate to members regarding meetings, take notes and write minutes and actions from meetings
- Own key governance documents
- Support the Chair in preparing AGM and completing the Annual report.
- Facilities Coaching funding requests.

#### SOCIAL MEDIA AND COMMUNICATIONS REP

SM Rep ensures that any related websites and web pages are kept up to date with communication channels and latest news.

In particular ensure the BNA funding application process is up to date and easy to us .

Ensures that the social media pages are controlled and approved with latest news and communications.

Works with the Secretary, Chair and EN representatives to share communications and communication channel opportunities

#### Key Responsibilities:

- Web site design and content management
- Funding application online process administration
- Social media communications from BNA in line with EN messaging
- Communication messages from Chair to affiliated members from each meeting
- AGM notifications across media platforms.

#### COUNTY UMPIRING SECRETARY

The County Umpiring Secretary is responsible for overseeing umpiring within the County and communicates anything of relevance to umpires from England Netball. The umpiring secretary is responsible for the development of individuals within the county particularly supporting those at Into and C award level.

#### Key Responsibilities

- Attend TSG Meetings at Walsall approx 4-5 times per year.
- Arrange games and umpires to be pre assessed (Into and C award)
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- Attend County meetings approx. 4-6 per year
- Register new Into and C umpires with West Midlands (Zena) and England Netball.

- Run annual / bi-annual forums to help support umpire development in Birmingham in connection with the local Birmingham leagues.
- Keep league updated with all umpires and changes to the rules.
- Arrange Courses Into & C Awards. (Paperwork, Venues & players)
- Collect monies for courses & written exam and send to Treasurer
- Pay venues for courses via the treasurer
- Keep updated personal records of all umpires that are in the system (EN Spreadsheet – secured to GDPR standard).
- Liaise with other tutors and assessors if needed for the purposes of courses/ assessments
- Liaise with appointed mentors to help support umpiring consistency

### COUNTY SAFEGUARDING OFFICER

The CSO is the person with primary responsibility for managing and reporting concerns about children or adults at risk and for putting in to place safeguarding procedures. It is important to highlight however that safeguarding is everyone's responsibility and all at the County should work to the appropriate Code of Practice

- To assist the County to put Safeguarding Policy and Procedures in place.
- To work with others on the Committee to ensure safeguarding information, including policies, reporting procedures and details of the CSO are visible and available.
- To promote awareness of the Codes of Conduct for staff, volunteers, coaches, members (juniors and adults) and parents.
- To ensure that safe recruitment and induction procedures within the club for staff and volunteers are followed.
- To ensure that, where necessary, all existing staff or volunteers have an up-to date DBS Enhanced Disclosure checks through England Netball and these should be renewed every 3 years. Be the point of contact for risk assessments and clearance communications with England Netball.
- To be the first point of contact for club staff, volunteers, members, young people, adults and parents for any issues concerning child welfare / adults at risk, poor practice and potential or alleged abuse at a County level.
- To work with the England Netball Lead Safeguarding Officer when concerns arise and ensure that all incidents are reported correctly.

### COVID-19 OFFICER temporary role from 2020.

- Responsible for overseeing the management of COVID-19 within County using EN and government guidelines and communicating to the Committee

- Support Committee members with Covid related queries for Competitions and activities run by the County.

Sub Committee Roles:

- School Competition Organiser
- Primary School Lead
- Pathway Development Lead
- County Club Competition Lead
- Coaching Lead