



**Middlesex County Netball Association Role Descriptions**

<b>Document Name</b>	MCNA Role Descriptions
<b>Responsible Officer</b>	Governance and Compliance Lead
<b>Group Owner</b>	Middlesex Management Committee
<b>Date created/modified</b>	23 May 2023
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<b>Review date</b>	1 May 2024
<b>Applicable for</b>	
<b>Summary</b>	This document provides information on the roles and responsibilities of the elected honorary officers, the elected members and the appointed members of the Management Committee. A copy will be available to all on the Middlesex Netball website.

**Version Control**

Version Control: MCNA Documents – Version Control Register

Person Responsible	Version and Summary of Changes	Date
	Previous roles and responsibilities document was revised 2019	
Amber Derrien	First version in new format with revised roles following constitution review	17/05/2021
Amber Derrien	Volunteer representative and Membership Lead added. Complaints secretary renamed to Resolution Lead.	08/06/2021
Amber Derrien	Performance and Coaching lead split into 2 roles; Assistant Treasurer role added; amendments to Officiating Lead; Membership Lead now an appointed role	01/05/2023



The Middlesex Management Committee (MMC) shall comprise the following members:

- Appointed Honorary Officer: President
- Elected Honorary Officers: Chairperson  
Treasurer  
Secretary
- Elected Members: County League Lead  
Equality, Diversity and Inclusion (ED&I) Lead  
Governance and Compliance Lead  
Officiating Lead  
Performance Lead  
Coaching Lead  
Publicity, Website and Social Media Communication Lead  
Registered Member Leagues Representative
- Appointed Members: Vice Chairperson  
Resolution Lead  
Schools Secretary (appointed by the Schools sector)  
Volunteer Representative  
Youth Representative  
COVID 19 Officer  
Membership Lead  
Assistant Treasurer  
Member with unspecified role, maximum three
- Non-voting member: Middlesex Netball Development Officer (employed by England Netball)

The County welcome volunteers from all backgrounds, ages, cultures, faiths and abilities. We are flexible and will do what we can to ensure volunteering can fit around busy lifestyles. Please note these are volunteer roles and the role descriptions do not form part of any contract of employment.

## MIDDLESEX COUNTY NETBALL ASSOCIATION



### COUNTY CHAIRPERSON

The County Chairperson shall:-

- Be a full voting member of the MMC.
- Be a Member of England Netball.
- Be a figurehead for the County Schools, Colleges, Universities and Clubs.

#### Key roles:

- Act in the best interests of netball across the County at all levels and ensure that the MMC administers all facets of netball for the benefit of all Member Clubs, Schools, Colleges, Universities and individuals.
- Be responsible for the MMC in managing the affairs of the County in line with England Netball, London & South East Region and Middlesex County Governance, Policies, guidelines and/or Constitutions.
- Be familiar with the relevant Policies, Constitutions and Byelaws.
- Represent the County at Regional and National Level as required.
- Attend London and South East Regional Management Board and Regional Competition group meetings.
- Be familiar with general rules for Committee procedure and business in hand.
- Take the chair at meetings (as indicated in the Constitution) and conduct in an organised manner. Promote and listen to discussion and clarify decisions, guiding the course of MMC deliberations towards achieving its aims. Express opinions but try to see all points of view. Manage Conflicts of Interest.
- Liaise with the Secretary on the Agenda for each meeting and approve the Minutes before circulation.
- Keep a 'watching brief' over the work of the Honorary Officers, Elected and Appointed Members, and the Technical Support Group (TSG) and Working Group (WG) Leads of the MMC.
- Be responsible in conjunction with the Secretary for organising the AGM.
- If unable to attend a meeting, ensure that relevant information is submitted and that an alternative person takes the Chair.
- Ensure that no policy decision is taken until the whole MMC has had a voice.
- Ensure that the name of Middlesex County Netball continues to be respected.

#### Qualities:

- Strong communication and interpersonal skills
- Knowledge of Netball
- Team leadership and delegation skills
- Approachable and influencing skills
- Excellent planning, organisational and facilitation skills
- Good decision making skills
- Good listening skills
- Ability to build and maintain effective networks
- Ability to be flexible and work with volunteers from diverse backgrounds
- Flexibility and willingness to take on responsibility
- Be fair minded and neutral
- Take an interest in and respect the viewpoints of others

## MIDDLESEX COUNTY NETBALL ASSOCIATION



### SECRETARY

The Secretary shall:-

- Be a full voting member of the MMC.
- Be a Member of England Netball.

#### Key roles:

- Take minutes of MMC meetings, General Meetings and AGM, clearly recording agreements made and actions to be taken.
- Liaise with the Chairperson on the Agenda for each meeting.
- Type the Minutes and update the Action Points list within 7 days of the meeting and send draft to Chairperson for clearance.
- Circulate the confirmed Minutes and Action Points list within 14 days of the meeting.
- Liaise with the Chairperson as and when appropriate.
- ANNUAL GENERAL MEETING – Notify all Leagues, Clubs, Schools, Colleges and Universities requesting that any proposed alteration to the Constitution or Bye Laws, or any nominations to join the MMC, that any Member wishes to make at the Annual General Meeting of that year must be sent to the Chairperson twenty one days before the Meeting.
- Collate the Annual Reports of the MMC and its associated TSGs and WGs to be submitted to the Members at the Annual General Meeting.
- Circulate any relevant information received from the Leagues / County / Regional Association or England Netball to Members of the MMC where necessary.
- Distribute the County Handbook (when produced) to MMC members and other appropriate people.
- Distribute any other relevant information to MMC Members and appropriate people.
- Deal with any netball enquiries and necessary correspondence and notify England Netball membership team of any changes that are required for MMC personnel.
- If unable to attend any Meeting, arrange for correspondence to be sent to the Meeting.

#### Qualities:

- Excellent written and verbal communication skills, including minute or note taking skills
- Attention to detail
- Planning and organising skills
- Understanding and knowledge of England Netball and Middlesex County Rules and directives
- Computer literate including Word and Excel
- Familiarity with County and Regional personnel
- Ability to be flexible and work with volunteers from diverse backgrounds to build and maintain effective networks
- Take an interest in and respect the viewpoints of others

## MIDDLESEX COUNTY NETBALL ASSOCIATION



### TREASURER

The Treasurer shall:-

- Be a full voting member of the MMC.
- Be a Member of England Netball.
- Be responsible for the application of the MCNA Finance Policy.
- Chair the Finance TSG

#### Key roles:

- Be responsible for the management of the County's and County Leagues' finances in accordance with the decisions of the MMC and have the right to query any expenditure.
- Recommend action on financial matters to the MMC.
- Ensure that all England Netball membership monies are paid to England Netball.
- Consult with MMC to set level of Middlesex Membership fees.
- Monitor income and expenditure and reconcile bank accounts each month.
- Present a written financial report to all meetings of the MMC.
- Present an Annual Report and an Examined Balance Sheet at the County's Annual General Meeting. Recommend a bank and, if necessary, other organisations for the deposit of monies and recommend the account examiners.
- Be available to attend Regional Finance meetings
- Be available to attend TSG or WG meetings in an advisory capacity.
- Set-up and be responsible for the Finance TSG
- Allocate monies upon the order of the MMC including:-
  - Expenses/Invoices to MMC members
  - AENA Invoices
  - Grants
  - Honorarium Satellite/Academy Coaches
  - Payment for facilities and adhoc Invoices
- Ensure efficient and timely distribution and payment of invoices
- If unable to attend MMC Meetings ensure that a written report is sent.

#### Qualities:

- Good oral and written communication skills
- Ability to produce basic accounts
- Day to day management of budgets and finances
- Computer literate including Word and Excel
- Strong organisational skills
- Proficiency with online banking
- Ability to be flexible and work with volunteers from diverse backgrounds to build and maintain effective networks
- Take an interest in and respect the viewpoints of others

## MIDDLESEX COUNTY NETBALL ASSOCIATION



### ASSISTANT TREASURER

The Assistant Treasurer shall:-

- Be a full voting member of the MMC.
- Be a Member of England Netball.
- Support the Treasurer with the application of the MCNA Finance Policy.
- Chair the Finance TSG in the absence of the Treasurer

#### Key roles are to support the Treasurer in their roles which are:

- Be responsible for the management of the County's and County Leagues' finances in accordance with the decisions of the MMC and have the right to query any expenditure.
- Recommend action on financial matters to the MMC.
- Ensure that all England Netball membership monies are paid to England Netball.
- Consult with MMC to set level of Middlesex Membership fees.
- Monitor income and expenditure and reconcile bank accounts each month.
- Present a written financial report to all meetings of the MMC.
- Present an Annual Report and an Examined Balance Sheet at the County's Annual General Meeting. Recommend a bank and, if necessary, other organisations for the deposit of monies and recommend the account examiners.
- Be available to attend Regional Finance meetings
- Be available to attend TSG or WG meetings in an advisory capacity.
- Set-up and be responsible for the Finance TSG
- Allocate monies upon the order of the MMC including:-
  - Expenses/Invoices to MMC members
  - AENA Invoices
  - Grants
  - Honorarium Satellite/Academy Coaches
  - Payment for facilities and adhoc Invoices
- Ensure efficient and timely distribution and payment of invoices
- If unable to attend MMC Meetings ensure that a written report is sent.

#### Qualities:

- Good oral and written communication skills
- Ability to produce basic accounts
- Day to day management of budgets and finances
- Computer literate including Word and Excel
- Strong organisational skills
- Proficiency with online banking
- Ability to be flexible and work with volunteers from diverse backgrounds to build and maintain effective networks
- Take an interest in and respect the viewpoints of others



**OFFICIATING LEAD**

The Officiating Lead shall:-

- Be a full voting member of the MMC.
- Be a Member of England Netball.
- Support county officiating volunteers to oversee the support, mentoring and assessment of officials within the county
- Chair the Officiating TSG

**Key roles:**

- Monitor and deliver officiating section of county plan
- Communicate relevant officiating information from England Netball throughout the county and vice versa
- Be responsible and make recommendations for umpiring within the County. No policy decisions may be taken until approval is received from the MMC
- Advise & guide county members regarding officiating, responding to queries relating to assessments, rules, umpires, etc.
- Direct learners to available courses and booking process
- Provide insight to the region to submit course planning requests to England Netball, to ensure that supply meets local demand
- Manage and track learners through data reports via Engage nglan etbalto support the learner journey
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- Arrange / deliver practical workshops and assessment sessions for working to Into Officiating Awards learnersSupport within the county to help recruit new officials and develop current officials mes
- Ensure opportunities are provided for umpires to gain experience at the relevant level (liaise with leagues and clubs)
- Oversee assessment opportunities for individuals and submit learners for assessment of England Netball and Europe Netball awards
- Create a cohesive team of umpires across the County
- Liaise with leagues to develop and standardise umpiring across the County.
- Set-up process for regular reassessment and reaccreditation of C and B umpires within the County
- (learner and qualified) and Technical Officials the Assist with arranging venues for B award assessments at the request of London and South East Region OTSG
- Arrange / deliver workshops for working to B/A umpires to prepare for the B/A written assessment
- Arrange invigilator and venue for B/A written assessment sittings and forward completed papers to England Netball.
- Set-up fitness testing opportunities for umpires in August/September and December/January each year to meet league and umpire requirements
- A
- Work with England Netball and London and South East Region to accredit overseas umpires moving into our RegionEnsure that County Officiating Lead details are up to date for learners to access
- Establish collaborative relationships with other officiating personnel at County, Regional and National levels to enhance umpire knowledge and performance
- Liaise with the Treasurer over fees, expenses and other finance matters
- Set-up and be responsible for the Officiating TSG
- Write an Annual report for the MCNA AGM
- If unable to attend MMC Meetings ensure that a written report is sent

**Qualities:**

- Recommended A/B award umpire
- Ideally qualified officiating assessor and mentor
- Qualified tutor preferable
- Strong communication & interpersonal skills
- Knowledge of Netball & Officiating, including mentoring and assessing
- Team leadership & delegation skills
- Professional image and role model for County officials
- Approachable and influencing skills



- Excellent planning, organisational and facilitation skills
- Confident user of technology
- Ability to be flexible and work with volunteers from diverse backgrounds
- Ability to build and maintain effective networks
- Flexibility & willingness to take on responsibility
- Good decision-making skills
- Take an interest in and respect the viewpoints of others

## MIDDLESEX COUNTY NETBALL ASSOCIATION



### PERFORMANCE LEAD

The Performance Lead shall:-

- Be a full voting member of the MMC.
- Be a Member of England Netball.
- Chair the Performance TSG.

#### Key roles:

- Be up to date with knowledge of England Netball's performance pathway.
- Organise Satellite and County Academies programmes, trials and match play/tournaments.
- Establish links with franchises.
- Liaise with the Treasurer over fees, expenses and other monies.
- Attend London and South East Region Performance TSG meetings.
- Be responsible for the implementation of the performance aspects of the County Development Plan.
- Write an Annual report for the MCNA AGM.
- Produce a written report for the MMC Meetings. If unable to attend, send a written report to the Secretary.

#### Qualities:

- Holds the Level 2 Coaching qualification or higher
- Works well with others; is positive and helpful; listens; involves; respects and learns from the contribution of others
- Good communication skills for delivering key messages
- Values diversity and difference; operates with integrity and openness
- Strong organisational skills

## MIDDLESEX COUNTY NETBALL ASSOCIATION



### COACHING LEAD

The Coaching Lead shall:-

- Be a full voting member of the MMC.
- Be a Member of England Netball.
- Chair the Coaching TSG.

#### Key roles:

- Maintain an opted in and up-to-date record of all qualified Coaches in the County, ideally including their qualification and course activity.
- Receive and distribute coaching opportunities via email; liaise with Publicity Secretary to publicise via MCNA social media channels.
- Disseminate coaching information from England Netball to County Coaches and via MCNA social media channels.
- Liaise with the Performance Lead to ensure England Netball coaching strategies are implemented in the County.
- Be responsible and make recommendations for Coaching within the County. No policy decisions may be taken until approval is received from the MMC.
- Liaise with London and South East Region to provide opportunities for coach development across the Region.
- Attend London and South East Region Coaching TSG meetings.
- Write an Annual report for the MCNA AGM.
- Produce a written report for the MMC Meetings. If unable to attend, send a written report to the Secretary.

#### Qualities:

- Ideally holds a Coaching qualification
- Works well with others; is positive and helpful; listens; involves; respects and learns from the contribution of others
- Good communication skills for delivering key messages
- Values diversity and difference; operates with integrity and openness
- Strong organisational skills

## MIDDLESEX COUNTY NETBALL ASSOCIATION



### COUNTY LEAGUE LEAD

The County League Lead shall:

- Be a full voting member of the MMC.
- Be a Member of England Netball.
- Chair the County League Committee.
- Ensure the County League runs with the aims and objectives of MCNA.

#### Key roles:

- Represent the League on the MMC.
- Ensure the administration of the League:
  - Divisional structure, applying promotion and relegation criteria and arranging appropriate playoffs.
  - Prepare and maintaining up to date rules and regulations for the League
  - Arranging entry forms and fees/deposits in liaison with the Treasurer
  - Investigating appropriate venues for approval by MMC and arranging bookings
  - Prepare fixtures, results sheets and results tables
  - Preparing a budget to enable the MMC to determine the League fees for forthcoming seasons
  - Supporting teams in their umpiring provision
  - Managing breaches of rules and complaints
- Oversee and support the League committee members in their roles and responsibilities.
- Write an Annual report for the MCNA AGM.
- Produce a written report for the MMC Meetings. If unable to attend, send a written report to the Secretary.

#### Qualities:

- Strong communication and interpersonal skills
- Team leadership and delegation skills
- Excellent planning and organisational skills
- Good decision making skills
- Ability to be flexible and work with volunteers from diverse backgrounds to build and maintain effective networks
- Take an interest in and respect the viewpoints of others

## MIDDLESEX COUNTY NETBALL ASSOCIATION



### REGISTERED MEMBER LEAGUES REPRESENTATIVE

The Registered Member Leagues Representative shall:-

- Be a full voting member of the MMC.
- Be a Member of England Netball.
- Chair the Registered Member Leagues TSG

#### Key roles:

- Attend MMC Meetings, AGM and other County Meetings as required.
- Be the main point of contact with Middlesex Member Leagues:
  - Keep a list of up to date league contacts
  - collate details of league constitutions, rules, their committee members, their teams and other relevant information
  - provide advice and guidance regarding Middlesex league membership requirements
  - provide advice and guidance regarding league administration
  - attend league meetings/AGMs where requested/required
  - communicate County information to the Leagues
  - represent League views and raise issues on their behalf to the MMC.
- Encourage attendance of member leagues to the AGM in June and other general meetings.
- Liaise with the NDO to be aware of League activity outside that associated with the County and England Netball and look to build relationships with these non-member leagues.
- Set-up and be responsible for the Registered Member Leagues TSG
- Write an Annual report for the MCNA AGM.
- Produce a written report for the MMC Meetings. If unable to attend, send a written report to the Secretary.

#### Qualities:

- Good communication skills
- Strong interpersonal skills
- Ability to be flexible and work with volunteers from diverse backgrounds to build and maintain effective networks
- Take an interest in and respect the viewpoints of others

## MIDDLESEX COUNTY NETBALL ASSOCIATION



### PUBLICITY, WEBSITE AND SOCIAL MEDIA COMMUNICATION LEAD

The Publicity, Website and Social Media Communication Lead shall:-

- Be a full voting member of the MMC.
- Be a Member of England Netball.
- Chair the Publicity, Website and Social Media Communication WG
- Be responsible for publicising the County, its events and members through the County website and Social Media.

#### Key roles:

- Create and post engaging content and news and respond to followers.
- Analyse data to learn how users interact with the website and other social media channels.
- Identify target audiences and work closely with the MMC to develop strategies to effectively engage them.
- Support clubs and wider netball community by liaising/posting/sharing and responding to their news and activities.
- Ensure website is up to date with County information.
- Liaise with the MMC in promoting the County.
- Be responsible for any website queries and forwarding to the appropriate person to deal with.
- Liaise with email/website hosting/online form/league software providers.
- Support the MMC with online forms (e.g. Trial Forms, County League, Club of the Year, Long Service Awards, etc).
- Set-up and be responsible for the Publicity, Website and Social Media Communication WG
- Write an Annual report for the MCNA AGM.
- Produce a written report for the MMC Meetings. If unable to attend, send a written report to the Secretary.

#### Qualities:

- Excellent written communication skills
- Attention to detail
- Knowledge of social media e.g. FB, Twitter, Instagram
- Ability to be flexible and work with volunteers from diverse backgrounds to build and maintain effective networks
- Take an interest in and respect the viewpoints of others

## MIDDLESEX COUNTY NETBALL ASSOCIATION



### GOVERNANCE AND COMPLIANCE LEAD

The Governance and Compliance Lead shall:-

- Be a full voting member of the MMC.
- Be a Member of England Netball.
- Chair the Governance and Compliance TSG
- Ensure the County adopts and promotes England Netball's policies, procedures and guidelines.
- Ensure that Volunteers and Clubs within the County are aware of relevant policies and procedures.

#### Key roles:

- Oversee the preparation, upkeep and secure record keeping of the following key policy documentation:
  - County Plan
  - GDPR
  - Data Protection Policy
  - Privacy Policy
  - Safe Guarding Policy
  - Information Asset Register
  - Conflicts of Interest
  - Terms of Reference (MCNA, TSGs, WGs)
  - Codes of Conduct
  - Role Descriptions
  - Feedback and Complaints Policy
  - MCNA Archive
  - Version Control Register
- Assist MMC to develop and implement policies.
- Create 'best practice' guidance.
- Advise MMC on updates to relevant EN policies.
- Assist MMC members to ensure they deal with data in a manner consistent with the key data protection principles.
- Ensure data remains up to date and is destroyed when necessary.
- Ensure the County and the County League adheres to the England Netball Duty of Care Guidelines.
- Set-up and be responsible for the Governance and Compliance TSG
- Write an Annual report for the MCNA AGM.
- Produce a written report for the MMC Meetings. If unable to attend, send a written report to the Secretary.

#### Qualities:

- Listening and communication skills
- Professionalism and integrity
- Diplomacy and confidentiality
- Basic administration - maintenance of records, accurate recording of information
- Computer literate
- Understanding and knowledge of relevant policies and procedures
- Ability to be flexible and work with volunteers from diverse backgrounds to build and maintain effective networks
- Take an interest in and respect the viewpoints of others



**EQUALITY, DIVERSITY AND INCLUSION LEAD**

The Equality, Diversity and Inclusion Lead shall:-

- Be a full voting member of the MMC.
- Be a member of England Netball.
- Chair the Equality, Diversity and Inclusion WG.
- Support the development and implementation of an Equality, Diversity and Inclusion strategy for MCNA.

**Key roles:**

- Work to create a sporting environment where everyone is treated fairly regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Together these are referred to as “protected characteristics”.
- Guide the MMC in the creation and implementation of an Equality, Diversity and Inclusion strategy and provide vision on diversity and inclusion activities.
- To help facilitate the growth of a diverse membership base that is reflective of the County’s demographic.
- Support and encourage greater participation from under-represented and minority groups in the County.
- Provide support and guidance on promoting equality, diversity and inclusivity to the County’s members, clubs and leagues where appropriate.
- Set-up and be responsible for the Equality, Diversity and Inclusion WG.
- Write an Annual report for the MCNA AGM.
- Produce a written report for the MMC Meetings. If unable to attend, send a written report to the Secretary.

**Qualities:**

- Listening and communication skills
- Strong Interpersonal skills
- Leadership and organisation skills
- Ability to be flexible and work with volunteers from diverse backgrounds to build and maintain effective networks
- Behave impartially at all times
- Take an interest in and respect the viewpoints of others



**VICE CHAIRPERSON**

The Vice Chairperson shall:-

- Be a full voting member of the MMC.
- Be a member of England Netball.

**Key roles:**

- Take the chair at meetings when the Chairperson is unable to attend and also at times when the Chairperson wishes to speak and take part in discussion.
- Support the Chairperson and undertake whatever part of the Chairperson’s work is assigned to her/him.
- Be familiar with the relevant Policies, Constitutions and Byelaws.
- Represent the County at Regional and National Level as required.
- Attend London and South East Regional Management Board and Regional Competition group meetings when Chairperson is unable to attend.
- Be familiar with general rules for Committee procedure and business in hand.

**Qualities:**

- Strong communication and interpersonal skills
- Knowledge of Netball
- Team leadership and delegation skills
- Approachable and influencing skills
- Good decision making skills
- Good listening skills
- Ability to be flexible and work with volunteers from diverse backgrounds
- Ability to build and maintain effective networks
- Be fair minded and neutral
- Take an interest in and respect the viewpoints of others



## MIDDLESEX COUNTY NETBALL ASSOCIATION



### SCHOOLS SECRETARY (appointed by the Schools Sector)

The Schools Secretary shall:-

- Be a full voting member of the MMC.
- Be a Member of England Netball.
- Be the liaison between the Schools Sector and MCNA.

#### Key roles:

- Report directly to MMC & liaise with the MMC on all matters.
- Attend MMC meetings and MCNA general meetings and AGM.
- Liaise with schools throughout the year.
- With the Schools Committee arrange the following:-
  - Schools' Annual meeting,
  - Tournament dates
- Advise the MMC of the dates of the National Schools Tournament, Regional and County Schools Tournaments.
- Support the County Round of the National Schools Tournament.
- Liaise with England Netball as appropriate.
- Write an Annual report for the MCNA AGM.
- If unable to attend MMC Meetings ensure that a written report is sent.

#### Qualities:

- Good interpersonal skills
- Strong organisational skills
- Good oral and written communication skills
- Computer literate including Word and Excel
- Ability to be flexible and work with volunteers from diverse backgrounds to build and maintain effective networks
- Take an interest in and respect the viewpoints of others

## MIDDLESEX COUNTY NETBALL ASSOCIATION



### RESOLUTION LEAD

The Resolution Lead shall:-

- Be a full voting member of the MMC.
- Be a member of England Netball.

#### Key roles:

- Be aware of the EN Governance Toolkit, Code of Conducts, Feedback and Complaints, Safeguarding, Whistleblowing Policies and Netball Formal Resolution Flowchart.
- Manage the MCNA Feedback and Complaints policy.
- Be a point of contact for submission of complaints in relation to competitions run by the County and ensure they are handled in accordance with the relevant Competition Rules and Regulations.
- Acknowledge receipt of feedback and complaints and keep GDPR compliant records.
- Facilitate local informal resolution of complaints including code of conduct where appropriate.
- Support individuals who are unsure how to resolve their complaint (including code of conduct) or where to address their complaint by signposting to the appropriate policy and organisation/relevant EN processes to resolve queries if they cannot be informally addressed.
- Support the Registered Member Leagues with any feedback/complaints concerns.
- Write an Annual report for the MCNA AGM.
- Produce a written report for the MMC Meetings. If unable to attend, send a written report to the Secretary.

#### Qualities:

- Good communication skills with experience and/or training in mediation
- Professionalism and integrity
- Diplomacy and confidentiality
- Fair minded and neutral
- Organised with experience in administration and planning
- Ability to have honest and challenging conversations where safety is the priority
- Knowledge, experience or awareness of EN disciplinary policies and processes and Code of Conduct

## MIDDLESEX COUNTY NETBALL ASSOCIATION



### VOLUNTEER REPRESENTATIVE

The Volunteer Representative shall:-

- Be a full voting member of the MMC.
- Be a Member of England Netball.
- Chair the Volunteer WG.

#### Key roles:

- To help better support, recognise and celebrate volunteers within Middlesex.
- Formulate ideas and create strategies to effectively engage volunteers across the County.
- Build and maintain relationships with member volunteers that will help advance the County's reputation.
- Liaise with Middlesex Member Leagues and work with them to entuse participants to volunteer time for their leagues.
- Set-up and be responsible for the Volunteer WG.
- Lead plans to celebrate the contribution of our Middlesex volunteers including nominations for Middlesex Swords Awards and L&SE ONE Awards
- Manage the Awards presented by the County including MCNA Trophies; Swords Awards; Long Service Awards; Special Recognition Awards; and Honorary Vice Presidencies.
- Attend London and South East Region Volunteer TSG meetings.
- Write an Annual report for the MCNA AGM.
- Produce a written report for the MMC Meetings. If unable to attend, send a written report to the Secretary.

#### Qualities:

- Good communication skills
- Strong interpersonal skills
- Approachable
- Enthusiasm and drive
- Ability to be flexible and work with volunteers from diverse backgrounds to build and maintain effective networks
- Take an interest in and respect the viewpoints of others

## MIDDLESEX COUNTY NETBALL ASSOCIATION



### YOUTH REPRESENTATIVE

The Youth Representative shall:-

- Be a full voting member of the MMC.
- Be a member of England Netball.
- Be aged between 18 and 25 years of age.

#### Key roles:

- Represent the youth of the County
- Establish links with the junior leagues
- Write an Annual report for the MCNA AGM.
- Produce a written report for the MMC Meetings. If unable to attend, send a written report to the Secretary.

#### Qualities:

- Good communication skills
- Ability to build networks
- Enthusiasm and drive

## MIDDLESEX COUNTY NETBALL ASSOCIATION



### COVID 19 OFFICER

The COVID 19 Officer shall:-

- Be a full voting member of the MMC.
- Be a member of England Netball.
- Be the liaison between England Netball and the County; and share information regarding COVID requirements in line with Government guidelines.

#### Key roles:

- Keep up to date with current training, game play and relevant COVID related documentation.
- Attend England Netball modified rules and COVID 19 information forums.
- Ensure liaison with County League venue/s to understand facility specific risk mitigation protocols.
- Lead the completion of the COVID 19 considered risk assessment for MCNA and the County League.
- Liaise with the MMC on the risk mitigation protocols.
- Create a County League Mitigation plan.
- Assist in the education of County League Clubs, players, coaches and umpires of modified rules requirements and risk mitigation protocols.
- Ensure risk mitigation protocols including social distancing are being adhered to at the county league fixtures.
- Ensure any positive cases of COVID 19 are reported.
- Continue to review the risk assessment and communicate any areas that require further risk mitigation.
- Good contacts with London and South East COVID Officers to co-ordinate approach across the four counties within the region
- Write an Annual report for the MCNA AGM.
- Produce a written report for the MMC Meetings. If unable to attend, send a written report to the Secretary.

#### Qualities:

- Good communication skills
- Good organisation skills
- Approachable and accessible to support others
- Good understanding of COVID 19 protocols

## MIDDLESEX COUNTY NETBALL ASSOCIATION



### MEMBERSHIP LEAD

The Membership Lead shall:-

- Be a full voting member of the MMC.
- Be a Member of England Netball.

#### Key roles:

- Act as a contact point for Middlesex Leagues, Clubs and individuals in relation to membership queries.
- Liaise with the NDO to consider ways to enhance membership levels within the County.
- Work with NDO to look to build relationships with non-member leagues operating in Middlesex to encourage membership uptake.
- Be available to attend Registered Member League Meetings to support their participants with membership queries.
- Write an Annual report for the MCNA AGM.
- If unable to attend MMC Meetings ensure that a written report is sent.

#### Qualities:

- Good communication and interpersonal skills
- Knowledge of EN ENGage membership system
- Ability to be flexible and work with volunteers from diverse backgrounds to build and maintain effective networks
- Take an interest in and respect the viewpoints of others