



REGIONAL REPRESENTATIVE POSITION DESCRIPTION

2017

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REGIONAL ROLE OVERVIEW

The Regional Role is an important role within Netball America as this role will represent the interests of their region on the Netball America management team. The aim of this role is to develop relationships and connect with members in the region; stay connected with these members; facilitate open communication between members; understand needs of the members in the region and to communicate needs to the Netball America President. Regional events and stories also needs to be communicated to the President. The President will also communicate key information that this representative will need to share in the region. This role will also provide input into the strategic vision for the region.

Our goal is to also work with the regional representatives to develop a committee for the region.

POSITION OVERVIEW

The role will support Netball America in its achievement of its objectives:

- To introduce and generate awareness of Netball within the American Community simultaneously developing, expanding and enhancing the Netball America members' experience;
- Set and maintain the standards by which the game is developed, managed and played throughout the USA;
- Establish and maintain successful alliances and strategic partnerships with national and international organizations, community groups, professional US sporting organizations, education institutions, businesses, sponsors, donors and the media; and
- As we are a public charity, Netball America will give back to the community. Develop initiatives to work with underserved areas to positively impact our communities.

SPECIFIC RESPONSIBILITIES

This role will report to the President of Netball America. Specific responsibilities of this role include:

- Schedule quarterly conference calls within the region to discuss member needs, regional events and other matters. A dial in number (if needed) will be provided. An agenda and minutes template will also be provided.
- Regularly monitor an email address for the region (provided by Netball America) and respond on a timely basis.
- Be an administrator for a regional Facebook page.
- Identify and share best practices
- Provide a monthly update for the region to include in the global newsletter (could be highlighting a club, or photos and updates from an event etc)
- Message out to the region important messages from the President, such as notification of USA Team trials, US Open registration, umpiring and coaching sessions etc.
- Participate in quarterly executive management meetings.
- Maintain a record of all key regional activities and their results – this will then allow for a quarterly report to be submitted to the President and can include items such as # of events held, # of attendees, growth of members in the region etc.
- A regional annual report is to be presented at the Annual General Meeting.

- Provide a calendar of events and any other updates to the President in order for the website to be appropriately updated, such as member logos, regional lead bio, calendar of events, name of committee members, story or media article to be highlighted etc.
- Work with the President to identify appropriately qualified personnel to invite to be a part of the Regional Committee.
- Identify key meetings / seminars / events in the Region that Netball America should have a presence at, and present any relevant costings so Netball America Board of Directors can review.
- Operate under Netball America's Constitution, By-Laws and other policies and procedures.

All regional representatives will require to complete appropriate paperwork and agree to a background check.

KEY PERFORMANCE INDICATORS

The Board of Directors will perform regular monitoring and the following key performance indicators will be used in this monitoring:

- Attendance at quarterly regional representative meetings
- Provision of quarterly status reports to the President
- Coordination of quarterly regional meetings
- Timeliness of reports – Quarterly and Annual reports
- Ensure event web calendar is updated on a timely basis
- Monitor email and facebook frequently

SKILL SET REQUIRED

- Highest personal and professional integrity
- Be effective, work co-operatively with the other directors collectively and serve in the interests of Netball America.
- Unfettered two-way communication with the Board of Directors, all Executive Management, the President, and Members is expected.
- Microsoft Excel, Microsoft Word & PowerPoint skills
- Ability to coordinate and run meetings, including creating of agendas and maintaining minutes

PROBATIONARY PERIOD

All new people to the Netball America Board or a person appointed to a new position shall serve a 2-month probationary period. A probationary period is part of the selection process for any permanent appointment. As soon as practicable after appointment, the President shall discuss the standards of performance and behavior required of probationary personnel. During the probationary period, a probationary person may be dismissed by the Board upon the recommendation of the President without right of appeal. Note – business cards will not be issued until this probationary period is finished.

CODE OF CONDUCT

- Be an advocate for Netball America in the region.
- Will respond to the President, other members of the Executive and Members in a respectful and timely manner.
- Has never been committed of a felony.
- Will not engage in any conduct that is criminal under any laws, including, but not limited to laws governing the possession and use of drugs and alcohol and providing of drugs to any person and of alcohol to minors.
- Will refrain from conduct detracting from Netball America's ability to conduct business or affect Netball America's reputation.
- Will respect members of the Netball America team, its members, sponsors, spectators, volunteers and officials, and engage in no form of discriminatory behavior or verbal, physical or sexual harassment or abuse.
- Will follow any relevant rules set out while in attendance at a Netball America or other sanctioned Netball America event.
- Am aware that Netball America sponsors, suppliers and licensees provide critical support for the Team and, in recognition of this fact, will wear designated apparel as designated by Netball America, and will not conceal or cover-up logos on this apparel.
- Will not poach, harass, or engage in business (whether Netball or otherwise), with any Netball America sponsor, member, partner, volunteer, coach or umpire. If any conflict of interest arises it needs to be brought to the attention of the Netball America President.
- You will be subject to confidential information and it is expected when you are informed it is confidential that you keep it confidential.

I will remember that at all times I am an ambassador for my sport, my country and the Netball Community.

TIME COMMITMENT AND COSTS

Time Commitment: 8hrs per month

Costs: This is a volunteer position; however pre-approved expenses will be reimbursed and Netball America will cover any relevant costs if you are required to attend an event at the request of Netball America.

Apply: Please apply to this position at Info@NetballAmerica.com. First round applications will close on February 28th, 2017. Appointments will be made by end of March 2017.

REGIONAL REPRESENTATIVE AFFIRMATION

By signing this document, I

- (1) accept nomination and, if accepted, selection as a Regional Representative,
- (2) agree to abide by the terms in this document, and
- (3) agree to abide by the Constitution Disciplinary Procedures and the Netball America Constitution and Bylaws that provide me with the right to a hearing if my opportunity to compete is denied for any reason or if I am charged with any alleged violations while performing my role.

REGIONAL REPRESENTATIVE'S AFFIRMATION

I agree to the rules, guidelines, jurisdiction and procedures stated in this document as a condition of being selected to Netball America's Executive Management Team.

Signature

Date