

## POSITION DESCRIPTION

### Rosters Manager



#### Non-Committee Role

General committee level position must have a portfolio and a role.

#### Objectives

- To provide coordination of volunteers for all rostered match day roles.
- To oversee the recognition and rewarding of volunteers.
- To provide support to the executive committee to ensure the efficient operation of the club.

#### Responsibilities

- Develop rosters to manage volunteers in all identified operational areas including;
  - Canteen
  - Gate
  - Netball Scoring
  - Netball Timekeeping
- Develop a system to replace volunteers if they are unavailable to fulfil their role.
- Assist other committee members in their duties as required.
- Undertake tasks at the request of the president and executive committee.

#### Relationships

- Reports to the Volunteer Coordinator.
- Liaises with the canteen manager, gate manager and game day secretaries.
- Liaises with the communication manager.
- Liaises with the committee, players and all club members.

#### Accountability

- The rosters manager is accountable to the Match Day Operations Coordinator.
- Provide a report on any aspect of the portfolio operations to the committee when requested.