

Netball North West

NOTICE OF ANNUAL GENERAL MEETING TO BE HELD VIRTUALLY

23rd September 2024

Dear Netball, North-West Member,

Netball North West regional management board (the 'board') would like to notify its members that the North West Annual General Meeting (AGM) is to be held virtually.

The details of this meeting are as follows:

Date:	23rd September 2024
Time:	7.30
Place:	Virtual*

[*CLICK HERE to register attendance to the Virtual AGM \(so we can send you the link to the meeting\) or you can send your apologies](#)

Enclosed with this information you will find:

- (1) Notification of Annual General meeting and Voting Arrangements
- (2) Annual General Meeting Agenda
- (3) Notification of NW Board Elected Member Positions
- (4) Board Members Nomination Form 2024/2025
- (5) Board Nomination: Supporting Evidence Form
- (6) Board Member Roles and Responsibilities
- (7) Draft Minutes from NW AGM 2023

(1)

NOTICE OF ANNUAL GENERAL MEETING TO BE HELD

Virtually on Monday 23rd September 2024 at 7:30pm

Notice is given to the following Members of the North West Regional Netball Association, who may appoint a representative to attend, speak and vote on their behalf:

1. A club with at least seven Registered Participants which is either a Netball Club; the Netball section of a Youth or Community Club; University or College; an U18 Young Person's Group, and which affiliates to a County Association in the North West Region.
2. A County Association of the North West Region, which is an association of Clubs affiliated to the County and The North West Region.
3. Schools or full-time educational establishments for pupils under 19 years of age who pay the higher affiliation fee and affiliate to The County & North West Region. Their main building must be located in the North West Region.

Notice is also given to the following that will be entitled to attend and speak, but not vote:

- **Registered participants**

A registered participant is a person who plays, coaches, umpires, or organises the game of Netball, or who is in any way connected with the game of Netball. Registration must be through a Club/ Individual and a County Association. A Registered Participant is eligible to serve as a Board Member.

- **Honorary life members of the North West**

Honorary Life Membership of the North West of the Association may be conferred by the Regional Board upon any person who has rendered a special service to the Association with such rights and privileges as the Regional Board may from time to time determine.

- **Associate members**

The following shall be eligible for Associate membership of the Association subject to the approval of the Regional Board:

“Any company, association or sports club in the North West Region with an interest in Netball.”

- **President and vice-president**

The President and Vice-President may be appointed by the Board from time to time. A person so appointed shall hold office for a term of one year, after which such persons shall retire but shall be eligible for re-appointment. The President and Vice-President shall be entitled to receive notice of and attend all general meetings. The president and Vice-President shall otherwise have such rights and privileges, as the directors shall from time to time determine.

Voting at the Annual General Meeting

Each Club may appoint a representative who is a Registered Participant member of that club to speak and vote on its behalf.

Each County association may be represented by the chairman or accredited deputy to speak and vote on its behalf.

Each school may appoint a representative who must be in current employment at the schools represented to speak and vote on its behalf.

In the event of an equality of votes the Chairman of the Meeting shall have a casting vote.

Quorum

No business shall be transacted at a General Meeting unless a quorum is present (7 Voting Members).

Voting

Voting will normally be a show of hands. In calculating a majority only votes cast will be included in the calculations i.e. abstentions will not be included. It is not necessary for 10 votes to be cast for a quorum to be reached, only that 10 votes are available to be cast by representatives present. This can also be achieved through eligible votes being submitted online by relevant voting member by 5pm on Monday 11th September 2024.

(2)

Northwest Regional Netball Management Board
NOTICE OF ANNUAL GENERAL MEETING TO BE HELD
Virtually on Monday 23rd September 2024 at 7:30pm

Agenda

1. Apologies for Absence
2. Minutes of previous Annual General Meeting
3. Presentation of Board Report and Accounts
4. Appointment of Auditors
5. Election of Regional Management Board Members

(3)

**Northwest Regional Netball Management Board
NOTICE OF ANNUAL GENERAL MEETING TO BE HELD**

Virtually on Monday 23rd September 2024 at 7:30pm

Election of North West Regional Management Board

In line with the Constitution of the Northwest Regional Netball Management Board The Elected Member positions subject to elections (*2 year term*) at the Annual General Meeting on Monday 23rd September 2024.

The following vacancies and seats are due for election/re-election:

- **Competition Chair:** Estelle Graham current / seeking re-election
- **Finance Chair:** Fiona Cummins currently interim / seeking election
- **Officiating Chair:** Chris McCall current / seeking re-election
- **Performance Chair:** Sam Longley current / seeking re-election
- **Vice Chair:** Phil Owen current / seeking re-election
- **Volunteer Chair:** Uma Ramanathan current / seeking re-election
- **Coaching Chair:** Currently Vacant

Any voting member is entitled to propose a member to the board. Such proposals must be:

- Made in writing / using the [online form](#) or this form
- Seconded by another voting member
- Emailed to the North West region office northwest@englandnetball.co.uk or complete the online form with: [Link to form](#) submitted by 5pm on 31st August 2024 with any supporting evidence being emailed separately.

To note, voting members are defined as:

- Each County Association situated within the regional boundaries of the North West.
- All clubs whose nominated primary county is located with the regional boundaries.
- Member schools who are paying membership fees to England Netball.

All North West region members are welcome to attend, however, each club and school (as defined above) will only have one vote. Persons attending may only cast one vote on proposals.

In the event of there being more than one candidate for any office, the election shall be decided by a ballot of all members at the Annual General Meeting.

Notification of who has been nominated for the additional Elected Member positions shall be posted on the North West Netball website www.netballnorthwest.org.uk from 2nd September 2024.

(4)

**NORTH WEST NETBALL
ASSOCIATION**

BOARD MEMBERS NOMINATION FORM

Or you can complete the [ONLINE FORM](#)

FOR 2024/2025 SEASON

BOARD MEMBER POSITIONS ARE: -

Competition Chair, Finance Chair, Officiating Chair, Performance Chair,
Vice Chair, Volunteer Chair. Currently vacant Coaching Chair.

1. NOMINEE

Name.....
Address / Email address.....
.....
Tel No & Area Code:.....
EN ID No..... Club.....

2. PROPOSER

Name.....
Address / Email address.....
.....
Tel No & Area Code:.....
EN ID No..... Club.....

3. SECONDER

Name.....
Address / Email address.....
.....
Tel No & Area Code:.....
EN ID No..... Club.....

NOTE

Permission must be obtained from the nominee, then return the form together with the Supporting Evidence Form to Helen Dulson, northwest@englandnetball.co.uk

Nominations must be received by the NW Regional Office no later than 5pm on 31st August 2024.

(5)

Board Nomination: Supporting Evidence Form

Please complete the following and return it with your nomination form by 5pm on 31st August 2024.

Copies of the role descriptions can be found on the [NW website](#) or you can email northwest@englandnetball.co.uk. If you are interested in a role or would like more information, please contact Jenny Taylor - NW Chair of RMB nwnetballchair@gmail.com.

Submit your application as part of the above [online form](#) or complete below and send by email to: northwest@englandnetball.co.uk (*Subject: Netball North West - RMB nominations*)

PART 1: Application for the role of (please insert the position for which you are being nominated)

Part 2: Outline the reasons for applying for this position

Part 3: Detail your Experience.

Part 4: Key Skills. Tell us about the key skills and attributes that make you a suitable person for the position.

(6)

NORTH WEST NETBALL ASSOCIATION

BOARD MEMBERS

Role of the North West Regional Management Board

The role of the Regional Management Board (RMB) in the North West is outlined in the Regional [Constitution](#). Its primary functions are to provide strategic direction, support, and guidance to regional and sub-regional sporting partnerships and to manage the affairs of Netball in the North West.

Where practicable the primary method of communication for the RMB will be email.

Role and Responsibilities of the North West RMB members.

ROLE TITLE: Regional Vice Chairperson

ROLE SUMMARY:	To deputise for the Regional Chairperson by representing the North West Regional Management Board and supporting the work to drive its vision, objectives and plan forward.
ESTIMATED HOURS:	Up to 2 hours per week plus regional and national meetings
KEY TASKS:	<ul style="list-style-type: none"> ▪ Chair the Regional Management Board (RMB) meetings and general meetings in the absence of the Regional Chairperson ▪ Support the production and monitoring of a regional plan as agreed by the RMB ▪ Work closely with England Netball staff, members and local partners to ensure that regional priorities reflect local need and link effectively with national strategies ▪ Attend RMB meetings and support the RMB to provide a strategic lead for netball in the region, setting policies as appropriate ▪ Support the work of the Technical Support Groups to deliver the regional plan, attending meetings as and when necessary ▪ Meet with the Regional Manager and Regional Chair to discuss operational issues, and provide support and guidance as appropriate ▪ Attend regional events as and when necessary ▪ In the absence of the Regional Chairperson, represent the region on the England Netball Regional Chairs Forum and any other national committees as required ▪ Support the communication with County Chairs and provide support and guidance as and when appropriate ▪ Be an advocate for netball and of the regional plan <p>Optional</p> <ul style="list-style-type: none"> ▪ Lead RMB recruitment drives, acting as a point of contact for interested volunteers ▪ Lead agreed projects (e.g. franchise link, governance lead)

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
SKILLS	<ul style="list-style-type: none"> • Strong interpersonal skills • Strong communication skills • Strong leadership and delegation skills • Good organisational and planning skills • Team leadership skills • Good political and influencing skills • Excellent facilitation skills 	<ul style="list-style-type: none"> • Good presentation skills
ABILITIES	<ul style="list-style-type: none"> • Ability to remain calm under pressure • Ability to deal with conflict • Ability to appropriately manage confidential information • Ability to manage a group of volunteers from a variety of backgrounds • Ability to build and maintain effective networks • Ability to build and maintain effective networks 	<ul style="list-style-type: none"> • Ability to minute meetings
EXPERIENCE	<ul style="list-style-type: none"> • Experience of developing and implementing operational plans • Proven organisational and management ability • Practical experience of the use of Microsoft Office (word essential) 	<ul style="list-style-type: none"> • A background in business management would be advantageous
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of the sporting landscape • Knowledge of current sporting initiatives 	
ATTRIBUTES	<ul style="list-style-type: none"> • Gives attention to detail • Passion for developing sport 	
OTHER	<ul style="list-style-type: none"> • Access to the internet and email 	

ROLE TITLE: Regional Finance and Business Chairperson

ROLE SUMMARY:	To be a member of the Regional Management Board, as the lead for Finance, supporting and delivering the strategic vision for this area in the North West.
ESTIMATED HOURS:	Up to 2 hours per week plus regional and national meetings.
KEY TASKS:	<ul style="list-style-type: none"> ▪ Be a full voting member of the Regional Management Board and in carrying out duties be at all times responsible to the Regional Management Board; ▪ Work together with the Management Board to deliver the 4-year plan and England Netball vision; ▪ Chair the Finance and Business Technical Support Group (TSG) and ensure the group: ▪ Manage the finances of the region, maintaining forward forecasts and management accounts <ul style="list-style-type: none"> ▪ Oversee regional grants schemes

	<ul style="list-style-type: none"> ▪ Seek and manage regional sponsorships ▪ Source external funding to support regional objectives ▪ Advise and guide County Treasurers ▪ Undertake independent verification of the Regional Accounts each year and present these at the Regional AGM ▪ Ensure the Region meets the minimum operating stands for Finance ▪ Recruit volunteers on to the Finance and Business Technical Support Group as and when necessary ▪ Work with other established Technical Support Groups in the region to support them in setting and managing budgets ▪ Be an advocate for Netball and the regional plan
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PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
SKILLS	<ul style="list-style-type: none"> • Strong interpersonal skills • Strong communication skills • Excellent IT skills 	<ul style="list-style-type: none"> • Excellent organisational and planning skills • Good political and influencing skills
ABILITIES	<ul style="list-style-type: none"> • Ability to manage a small group of volunteers from a variety of backgrounds • Ability to build and maintain effective networks 	<ul style="list-style-type: none"> • Ability to deal with conflict
EXPERIENCE	<ul style="list-style-type: none"> • Experience in managing an account and providing financial reports • Work with RMB volunteers to produce annual budgets • Produce annual account to the membership • Experience of preparing annual accounts for audit or independent review • Experience of guiding others in financial and accounting matters • Practical experience of the use of Microsoft Office (word and excel essential) 	<ul style="list-style-type: none"> • A background in business management would be advantageous • Proven organisational and management ability
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge and understanding of the area of netball specific to the TSG 	
ATTRIBUTES	<ul style="list-style-type: none"> • Gives attention to detail • Passion for developing sport 	

ROLE TITLE: Regional Coaching Chairperson

ROLE SUMMARY:	To be a member of the Regional Management Board, as the lead for Coaching, supporting and delivering the strategic vision for netball coaching for the North West region.
ESTIMATED HOURS:	Up to 2 hours per week plus regional and national meetings.
KEY TASKS:	<ul style="list-style-type: none"> ▪ Be a full voting member of the Regional Management Board (RMB) and in carrying out duties be at all times responsible to the RMB ▪ Work together with the RMB to produce and deliver the regional plan and England Netball vision ▪ Chair the Coaching Technical Support Group (TSG) and lead the group to ensure the TSG: <ul style="list-style-type: none"> ▪ Monitor and deliver the coaching section of the regional plan ▪ Work with England Netball staff to communicate relevant coaching information throughout the region ▪ Communicate regional coaching related information to England Netball via the Regional Manager and National Coaching Manager ▪ Advise and guide County Coaching Chairs/ Officers ▪ Work with regional staff to establish a regional education and training calendar of courses and events including CPD workshops and any observation sessions ▪ Support priority events and schemes identified in the regional plan and coaching calendar ▪ Work with counties to promote and market coaching courses and events, helping recruit new coaches and develop current coaches ▪ Support, develop and track talented coaches ▪ Link with the Regional Finance and Business TSG to coordinate and distribute any regional coaching bursaries appropriately ▪ Work with County Coaching Chairs/Officers to ensure consistent, monitored recruitment, development and retention of coaches ▪ Coordinate financial support requests from coaches ▪ Liaise with the Super-league franchise (where applicable) to ensure coach development opportunities accessed ▪ Respond to regional coaching queries in relation TSG led events and initiatives ▪ Be an advocate for netball and of the regional plan

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
SKILLS	<ul style="list-style-type: none"> • Strong interpersonal skills • Strong communication skills • Excellent organisational and planning skills • Team leadership skills 	<ul style="list-style-type: none"> • Strong leadership and delegation skills • Excellent IT skills • Excellent facilitation skills • Excellent presentation skills
ABILITIES	<ul style="list-style-type: none"> • Ability to remain calm under pressure 	<ul style="list-style-type: none"> • Ability to deal with conflict

	<ul style="list-style-type: none"> • Ability to build and maintain effective networks • Ability to build and maintain effective networks • Ability to manage a group of volunteers from a variety of backgrounds 	<ul style="list-style-type: none"> • Ability to be flexible and enthusiastic in order to support the marketing and communication needs of the region • Ability to minute meetings
EXPERIENCE	<ul style="list-style-type: none"> • Proven organisational and management ability • Practical experience of the use of Microsoft Office (word essential) 	<ul style="list-style-type: none"> • Production of annual budgets • Understanding and experience of planning, applying for and delivering fundraising and sponsorship initiatives in particular linked to coaching bursaries.
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge and understanding of coaching in sport 	<ul style="list-style-type: none"> • Knowledge of the sporting landscape • Knowledge of current sporting initiatives • Understand the role of equity and ethics in relation to marketing and communication
ATTRIBUTES	<ul style="list-style-type: none"> • Passion for developing sport • Access to the internet and email 	

ROLE TITLE: Regional Officiating Chairperson

ROLE SUMMARY:	To be a member of the Regional Management Board, as the lead for Officiating, supporting and delivering the strategic vision for netball officiating for the North West region.
ESTIMATED HOURS:	Up to 2 hours per week plus regional and national meetings.
KEY TASKS:	<ul style="list-style-type: none"> ▪ Be a full voting member of the Regional Management Board (RMB) and in carrying out duties be at all times responsible to the Regional Management Board ▪ Work together with the RMB to produce and deliver the regional plan in line with the England Netball vision ▪ Lead the Officiating Technical Support Group (TSG) to ensure the group: <ul style="list-style-type: none"> ▪ Monitor and deliver officiating section of regional plan ▪ Communicate relevant officiating information from EN throughout the region ▪ Communicate regional officiating related information to EN via the Regional Manager and National Officiating Manager ▪ Advise and guide County Officiating Chairs/Officers ▪ Work with regional staff to establish regional education and training calendar of courses, workshops and events ▪ Work with counties to promote and market officiating courses and events, helping recruit new officials and develop current officials ▪ Manage the regional Talent ID process, associated mentoring programmes and identified regional schemes to ensure a coordinated approach ▪ Support and track regional/ talented officials ▪ Work with County Officiating Chairs/Officers to ensure consistent, monitored recruitment, development and retention of officials ▪ Coordinate financial support requests from officials, linking with the Finance and Business TSG to coordinate and distribute regional officiating bursaries appropriately ▪ Work with the NTL franchise to recruit umpires for matches ▪ Recruit officials for the regional round of the National schools and National clubs competitions ▪ Respond to regional officiating queries in relation TSG led events and initiatives ▪ Be an advocate for netball and of the regional plan

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
SKILLS	<ul style="list-style-type: none"> • Strong interpersonal skills • Strong communication skills • Excellent organisational and planning skills • Team leadership skills • Good political and influencing skills 	<ul style="list-style-type: none"> • Excellent IT skills • Excellent facilitation skills • Excellent presentation skills • Strong leadership and delegation skills
ABILITIES	<ul style="list-style-type: none"> • Ability to remain calm under pressure • Ability to deal with conflict 	<ul style="list-style-type: none"> • Ability to be flexible and enthusiastic in order to support

	<ul style="list-style-type: none"> • Ability to manage a group of volunteers from a variety of backgrounds • Ability to build and maintain effective networks 	<p>the marketing and communication needs of the region</p> <ul style="list-style-type: none"> • Ability to build and maintain effective networks • Ability to minute meetings
EXPERIENCE	<ul style="list-style-type: none"> • Practical experience of the use of Microsoft Office (excel essential) 	<ul style="list-style-type: none"> • Production of annual budgets • Proven organisational and management ability • Netball Officiating Background • Officiating Background- Other sport
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge and understanding of officiating in sport 	<ul style="list-style-type: none"> • Knowledge and understanding of netball officiating • Knowledge of the sporting landscape • Knowledge of current sporting initiatives • Education and Training Background
ATTRIBUTES	<ul style="list-style-type: none"> • Passion for developing sport • Gives attention to detail • Access to the internet and email 	<ul style="list-style-type: none"> • Project Management Skills

ROLE TITLE: Regional Performance Chairperson

ROLE SUMMARY:	To be a member of the Regional Management Board, as the lead for Performance, supporting and delivering the strategic vision for this area in the North West region.
ESTIMATED HOURS:	Up to 2 hours per week plus regional and national meetings.
KEY TASKS:	<ul style="list-style-type: none"> ▪ Be a full voting member of the Regional Management Board and in carrying out duties be at all times responsible to the Regional Management Board ▪ Work together with the RMB to produce and deliver the regional plan and England Netball vision ▪ Lead the Performance Technical Support Group (TSG) to ensure the group: ▪ Monitor and deliver the performance section of the regional plan ▪ Lead and manage the Regional Performance Programme, regional performance budget and the England Netball Performance Service Level Agreement (PSLA) ▪ Track the number of athletes graduating from the region to the National Performance Programme ▪ Organise Regional Screening events ▪ Follow England Netball guidance to recruit and deploy appropriately qualified and experienced coaches ▪ Promote and encourage coaches to access Continued Professional Development opportunities ▪ Work with member counties to ensure delivery of quality Satellite and County Academies and match days in line with England Netball guidance, graduating the number and quality of athletes required for the Regional Performance Programme ▪ Act as the conduit for performance communications from national to regional level and from regional to county level ▪ Work in partnership with the Regional Excel Coach (REC) to deliver an appropriate number of Regional Academies and one Regional Performance Academy (know hereafter as the Regional Performance Programme) ▪ Support the REC to host and deliver athlete festivals and Tri-Regional match days for athletes in the Regional Performance Programme ▪ Support the REC to ensure a team from the Regional Performance Academy can compete in the U17 National Performance Foundation League/ Competition ▪ Maintain an 'open-door' policy in the Regional Performance Programme to allow coach observation by identified coaches ▪ Engage with the regional Superleague franchise/NTL team, Intensive Netball Training Centres (where in place) and identified educational partners to ensure performance pathways and programmes are linked ▪ Work with the RMB and TSGs on shared objectives and initiatives ▪ Respond to any queries in relation to the work of the performance TSG ▪ Work with England Netball performance department to deliver performance in the North West region. ▪ Be an advocate for netball and of the regional plan

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
SKILLS	<ul style="list-style-type: none"> • Strong interpersonal skills • Strong communication skills • Strong leadership and delegation skills • Team leadership skills • Good political and influencing skills 	
ABILITIES	<ul style="list-style-type: none"> • Ability to remain calm under pressure • Ability to deal with conflict • Ability to build and maintain effective networks 	
EXPERIENCE	<ul style="list-style-type: none"> • Production and management of budgets 	
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge and understanding of the area of performance netball • Knowledge of the sporting landscape 	
ATTRIBUTES	<ul style="list-style-type: none"> • Passion for developing sport • Access to the internet and email 	

ROLE TITLE: Regional Competition Chairperson

ROLE SUMMARY:	To be a member of the Regional Management Board, as the lead for Competition, supporting and delivering the strategic vision for this area in the North West region.
ESTIMATED HOURS:	Up to 2 hours per week plus regional and national meetings, this may increase if a national competition is hosted in your region
KEY TASKS:	<ul style="list-style-type: none"> ▪ Be a full voting member of the Regional Management Board and in carrying out duties be at all times responsible to the Regional Management Board ▪ Work together with the RMB to produce and deliver the regional plan and England Netball vision ▪ Lead the Competition Technical Support Group (TSG) to ensure the group: <ul style="list-style-type: none"> ▪ Monitor and deliver competition section of regional plan ▪ Organise regional competitions that feed into National finals, including national schools and clubs competitions ▪ Organise regional specific competitions catering for the needs of the region ▪ Write and review regional competition rules, in line with the needs of the participants (within the competition) and any national guidance/regulations ▪ Create regional competition calendar taking into consideration national and local calendars ▪ Ensure appropriate administration of regional competitions including the publication of up to date results and league tables ▪ Manage the complaints and disciplinary process in relation to regional competition ensuring rules and regulations are followed ▪ Support and advise on the development of new competition within the region (local leagues, festivals etc.) to ensure provision for all members ▪ Be an advocate for high quality, participant focused competition ▪ Report on actions and progress of the North West Competition TSG; ▪ Recruit volunteers onto the competition technical support group as and when necessary ▪ Respond to any queries in relation to the work of the competition TSG ▪ Work with the Communications TSG to promote competition across region. ▪ Work with England Netball Community Competition and Events Manager to deliver competitions in the North West region. ▪ Represent the North West region on the National Competition TSG group. ▪ Be an advocate for netball and of the regional plan

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
SKILLS	<ul style="list-style-type: none"> • Strong interpersonal skills • Strong communication skills • Excellent organisational and planning skills • Strong leadership and delegation skills • Team leadership skills • Good political and influencing skills 	<ul style="list-style-type: none"> • Excellent IT skills

ABILITIES	<ul style="list-style-type: none"> • Ability to remain calm under pressure • Ability to deal with conflict • Ability to manage a group of volunteers from a variety of backgrounds • Ability to build and maintain effective networks • Ability to be flexible and enthusiastic in order to support the marketing and communication needs of the region 	<ul style="list-style-type: none"> • Ability to minute meetings
EXPERIENCE	<ul style="list-style-type: none"> • Experience of developing and implementing event or operational plans • Proven organisational and management ability • Practical experience of the use of Microsoft Office (word essential) 	<ul style="list-style-type: none"> • Experience of organising competitions • Producing and managing a budget • A background in business management would be advantageous
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge and understanding of the competition programme and format of netball 	<ul style="list-style-type: none"> • Understand the role of Social Media in promoting netball and sport for women • Knowledge of the sporting landscape • Knowledge of current sporting initiatives
ATTRIBUTES	<ul style="list-style-type: none"> • Gives attention to detail • Passion for developing sport • Access to the internet and email 	

ROLE TITLE: Regional Volunteer Chairperson

ROLE SUMMARY:	To be a member of the Regional Management Board, as the lead for Competition, supporting and delivering the strategic vision for this area in the North West region.
ESTIMATED HOURS:	Up to 2 hours per week plus regional and national meetings, this may increase if a national competition is hosted in your region
KEY TASKS:	<ul style="list-style-type: none"> ▪ Be a full voting member of the Regional Management Board and in carrying out duties be at all times responsible to the Regional Management Board ▪ Work together with the RMB to produce and deliver the regional plan and England Netball vision specifically focussing on the recruitment, retention and succession planning of volunteers ▪ Lead support for the RMB and counties to: <ul style="list-style-type: none"> ▪ Monitor and deliver volunteer section of regional plan ▪ Liaise with RMB TSG leads and County Chairs on priority areas for volunteer recruitment ▪ Provide support and guidance to RMB regarding volunteers in relation to legislation and development ▪ Report on actions and progress of the North West in relation to volunteer recruitment and development ▪ Support the promotion of volunteer recruitment for counties and TSG groups ▪ Respond to any queries in relation to volunteering with the NW ▪ Work with the Communications TSG to promote volunteers and volunteer opportunities across region. ▪ Represent the North West region on EN national volunteer groups. ▪ Be an advocate for netball and of the regional plan

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
SKILLS	<ul style="list-style-type: none"> • Strong interpersonal skills • Strong communication skills • Excellent organisational and planning skills • Strong leadership and delegation skills • Team leadership skills • Good political and influencing skills 	<ul style="list-style-type: none"> • Excellent IT skills
ABILITIES	<ul style="list-style-type: none"> • Ability to remain calm under pressure • Ability to deal with conflict • Ability to manage a group of volunteers from a variety of backgrounds • Ability to build and maintain effective networks • Ability to be flexible and enthusiastic in order to support volunteers 	

EXPERIENCE	<ul style="list-style-type: none"> • Experience of developing and implementing volunteer development strategy and plans • Proven organisational and management ability • Practical experience of the use of Microsoft Office (word essential) 	<ul style="list-style-type: none"> • Experience of developing volunteers • Producing and managing a budget • A background in volunteering would be advantageous
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge and understanding of the volunteer development and governance around volunteering 	<ul style="list-style-type: none"> • Understand the breadth of volunteers roles involved in developing netball • Knowledge of the sporting landscape • Knowledge of current sport volunteering initiatives and relevant organisations
ATTRIBUTES	<ul style="list-style-type: none"> • Gives attention to detail • Passion for developing sport • Access to the internet and email 	

North Partnership Manager

The England Netball Partnership Manager shall:

- Be a non-voting member of the Regional Management Board;
- Work with the Regional Management Board Chair to support, advise and enable the Regional Management Board and the implementation of the North West plan for Netball;
- Work with the Regional Management Board Chair to communicate work of region nationally;
- Advise on England Netball and other national policies and strategies;
- Liase with external partners to promote and develop Netball across the region;
- Support and advise work of Regional Management Board officers and Technical Support Groups;
- Enable the delivery of the North West plan across the region;
- Manage the Regional Administrator, Partnership Manager manages Regional Support Officer and other County Development Officers;
- Chair the regional Cell Group.

Administrator

The England Netball Regional Officer shall:

- Organise Regional Management Board meetings.
- Take minutes and action points at all Regional Management Board meetings.
- Handle all correspondences both to and from Regional Management Board.
- Circulate minutes and papers to all Regional and County representatives.
- Circulate relevant England Netball information to all Regional and County representatives.
- Establish regional contact databases and administrative systems that can be accessed by Regional Management Board members, CNA, and partners.
- Administrate regional reviews/audits.

- Provide administrative support to Regional Management Board members as and when appropriate and in line with work programme.
- Ensure all paperwork is England Netball and North West branded.

Role of Regional Technical Support Groups

The purpose of the Technical Support Groups (TSGs) in the regional structure will be to deliver events, programmes, initiatives and projects in the North West region.

Remit of Regional Technical Support Groups

The Chair will be the main contact for the group. The Chair is responsible for communicating with all other TSGs.

The first meetings of the TSGs should be used to determine and agree their terms of reference. These should include the following points:

- To determine and agree the terms and reference at the first meeting
- To ensure each county has a representative
- To ensure that equity and ethics policies are integrated and implemented into all aspects of competition within the region
- Co-ordinate other regional event as necessary
- Deliver projects given to the group from the RMB
- Work closely with and consider implications of decisions for all TSGs

Competition TSG

- To ensure that the implications of the Competition Review are understood by the Counties and Leagues in the region
- Sustain and develop the Regional Leagues and tournaments in line with the National Competition Structure
- Sustain and develop blueprints for Regional Competitions and Events
- Publicise results of events
- Co-ordinate other regional event as necessary
- Deliver projects given to the group from the RMB
- Work closely with and consider implications of decisions for all TSGs

(7)

Draft minutes from [NW AGM 2023](#)



AGM 2023 draft
minutes.pdf