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## *PRESIDENT*

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### Overall Purpose

In accordance with Clause 34 of the Memorandum of Association (MoA), “*The President shall act as the representative of the Association in all its external and internal matters and affairs and shall carry into effect the same and all resolutions duly passed by the Association or its Executive Council.*”

This role is responsible for overseeing all staff and Council members with the support of the Executive Council members, being the *Vice President, Secretary and Treasurer.*

### Roles and Responsibilities

- Chair monthly Executive Council meetings and Annual General Meeting.
- Advise all new Office Bearers of job descriptions, operations of HKNA, and role of Executive Council.
- Confirm Agenda of Meetings with Hon. Secretary on Friday before Tuesday meetings. Ensure smooth running of committee by liaising regularly with Office Bearers, advising when and where necessary.
- The constitution is updated when necessary at the AGM.
- Annual objectives are set, agreed and monitored throughout the term.
- The HKNA is financially viable through reports provided by Treasurer.
- The League, Development Programs and Courses are organised and run efficiently and effectively.
- Work with the current controlling government body (LCSD) as HKNA spokesperson, preparing all plans, budgets (with Treasurer) and reports as required by them. Attend all meetings (or send appropriate Convenor), including the Annual Meeting.
- Ensure all reports are submitted on time.
- Establish and maintain good relations with controlling government body.
- Ensure funding is not under spent.
- Ensure all correspondence is filed correctly.
- Ensure the Executive Council is aware of all funding aspects.
- Attend Asian Federation of Netball Associations (AFNA) and International Netball Federation (INF) Meetings where possible (or send deputy), as the Hong Kong Representative.
- Conduct appropriate and necessary correspondence in all matters of business for the HKNA. Ensure HKNA administration-filing system is operating effectively.
- Deputise for Convenors when absent from Hong Kong or when convenorship vacant.
- Ensure smooth running of HKNA office and staff personnel, writing appraisals when required. As and when necessary, advertise, interview and appoint new staff.
- Supervise staff, ensuring professional standards are maintained in their work. Ensure that insurance matters are dealt with.
- Provide vision for future development of Netball in Hong Kong and be open to ideas presented by Office Bears, Convenors, members of HKNA and others where appropriate.
- Create environment for promoting Netball in Hong Kong.
- Ensure National Teams are managed professionally and all costs are controlled, authorised and monitored accurately.
- Be responsible to the Office Bearers and Executive Committee of HKNA.



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## *VICE PRESIDENT*

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### **Overall Purpose**

In accordance with Clause 35 of the Memorandum of Association (MoA), “*The Vice President must assist the President in the conduct of all matters and affairs of the Association and shall in the absence of the President act on his behalf.*”

This role is responsible for assisting the President to oversee a selection of Conveners on Council and selected staff. The Vice President will work closely with the assigned Conveners / staff and work closely with the Executive Council members, being the *President, Secretary and Treasurer.*

### **Roles and Responsibilities**

- Deputy for the President in their absence.
- Assist President in all matters pertaining to HKNA where required.
- Retain a specific task on the Executive Council, providing reports to the Executive where necessary. This task must be agreed upon at the first committee meeting attended by the Vice President.
- May be requested to take up a second convector role or take over unfilled convectorships when required to do so by the Executive Council, if necessary, until that post can be filled.
- Attend monthly Committee meetings.
- Be responsible to the President and the Executive Council.



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## HONORARY SECRETARY

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### Overall Purpose

In accordance with Clause 37 of the Memorandum of Association (MoA), “*The Secretary shall under the direction of the Executive Council, conduct the secretarial work and ordinary business of the Association in accordance with the MoA. The Secretary shall compile the Agenda, accurate minute and record of the proceedings of Executive Council. He/she shall keep and update the Register of Members, and shall issue all correspondence on behalf of the Association not required by the President. The Secretary shall prepare and send notice of all meetings of the Executive Council to Council and of all General Meetings to Members, in accordance with procedures of the By-Laws.*”

This role is responsible for assisting the President to oversee a Conveners on Council associated with membership management and communications to members (*Operations Convener and Marketing & Media Convener*). The Secretary will work closely with the assigned Conveners and work closely with the Executive Council members, being the *President, Vice President and Treasurer*.

### Roles and Responsibilities

- Be responsible for instructing the Hong Kong Netball Association to book the meeting rooms for the Executive Council and any other Executive Council meetings that are to take place in Sports House.
- Prepare Agenda for the Executive Council meetings and clarify with HKNA President and Vice President before finalizing.
- Attend Executive Council meetings
- Take minutes at Executive Council meetings, AGMs, EGMs
- Prepare minutes and distribute by email to Executive Council members and club conveners by the following Friday following the meeting.
- Be responsible for all correspondence including emails sent to Hong Kong Netball Association, that are not directed at any other office bearer or Executive Council members.
- Be responsible to the HKNA office bearers and Executive Council.
- Prepare AGM & EGM notices and circulate (with nomination forms to Captains and Conveners of Clubs and to Executive Council members) in accordance with the Constitution.



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## *HONORARY TREASURER*

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### **Overall Purpose**

In accordance with Clause 36 of the Memorandum of Association (MoA), “*The Treasurer shall manage the collection of the fees, subscription and all other moneys payable to the Association, the preparation of the accounts and expenditure of the Association. The Treasurer shall be responsible for preparing the accounts. He/she shall prepare, or cause to be prepared, the annual accounts and submit the same to the Auditor for audit within 120 days of the end of the Financial Year. The audited accounts will be presented to Council for inspection and approval and shall be presented at the AGM in accordance with the Ordinance requirements.*”

This role is responsible for assisting the President to oversee the Office & Events Manager implementation of the financial procedures. The Treasurer will work closely with the Executive Council members, being the *President, Vice President and Secretary*.

### **Roles and Responsibilities**

- Responsible for reconciling bank accounts (monthly).
- Responsible for cheque writing and ensuring payments are made on time.
- Responsible for ensuring financial records are kept of all expenses and receipts together with adequate supporting evidence such as invoices and/or receipts.
- Advising the Executive Council with regard to financial decisions including recommendations of sale prices of stock (balls, bibs, rule books).
- Responsible for HKNA employment insurance and tax filing.
- Responsible for annual stock take with the Administration Assistant
- Liaise with Auditors.
- Responsible for ensuring the timely preparation or audited financial accounts and timely submission to controlling government body.
- Liaise with relevant members of the Executive Council in order to prepare annual funding budgets to be submitted to the controlling government body.
- Liaise with controlling government body on financial issues and ensure all financial reporting deadlines are adhered to.
- Ensure conveners are aware of the funding allocations for different events / programs.
- Attend monthly Executive Council meetings and report to the Executive Council on a regular basis regarding any relevant finance issues.