



Position Description

Events– Busselton Netball Association (BNA)

Role Purpose

The Events & Special Rounds Coordinator is responsible for planning, coordinating, and delivering special netball rounds and community events that promote BNA's values, engage the community, and enhance member participation. This role works closely with sponsors and other sub-committee members to maximise community impact.

Time Commitment

1–2 hours per week + additional hours around events

Honorarium

At the conclusion of the season, an honorarium will be paid to the role holder. The amount will be determined based on the work completed and the successful fulfillment of the position's responsibilities

Key Responsibilities

- Plan and coordinate special netball rounds, including Belt Up Round, Indigenous Round, and MND Round.
- Develop a season calendar of events and liaise with clubs, volunteers, and stakeholders to confirm scheduling.
- Organise event logistics: venue setup, signage, uniforms, volunteer coordination, and community engagement activities.
- Collaborate with the Sponsorship & Funding Coordinator and Social Media Officer to integrate sponsors and promotion into events.
- Promote events and special rounds to members and the wider community.
- Evaluate events post-completion: gather feedback, report outcomes, and make recommendations for improvement.
- Ensure all events comply with safety, inclusivity, and accessibility requirements.

Knowledge, Skills & Attributes

- Strong organisational and event-planning skills.
- Ability to coordinate volunteers and resources.
- Effective communication with community groups, sponsors, and clubs.
- Creativity and enthusiasm for community engagement.
- Flexibility to work outside regular hours for events.