

NETBALL FRANCE

2024 - 2026 board applications

OVERVIEW

Formed in 2020, Netball France (NF) is the body responsible for the growth, sustainability, and success of netball across France. Our vision is for netball in France to be a thriving, world class sport, driven by our values of diversity & inclusion, respect, empowerment, integrity, transparency, creativity, and ambition.

As per NF policy, Board position terms are for a period of 2 years, on a rolling basis. As such, the roles of President, Secretary, Finance Director, 1 x Governance Director, and Sponsorships, Partnerships, and Grants Director are currently open to applications. Please note that there is no maximum limit on the number of terms, and current Board members may re-apply for their roles should they so choose.

Board members are expected to attend monthly Board meetings and bi-monthly Board & Council meetings, as well as attending any other meetings relevant to their position (including Work Group meetings) and completing any ongoing tasks relevant to their position.

As we are searching for the best candidates to help drive the sport forward in France, it is not necessary for all roles to speak French, be based in France, or to be currently involved in any of the Member Organisations. The majority of work can be conducted from anywhere in the world, and meetings can be attended via phone/video connection. Please also note that taking a position on the board will not prevent you from taking any other position within the organisation, including as a player/athlete.

The Board reserves the right to appoint Directors Without Portfolio or consider the creation of new Board roles or other roles within the organisation, and as such may contact applicants for different roles to that they apply for throughout the application process and through 2024-2026.

Please note that all role titles and descriptions are subject to change during the appointed term, as the organisation continues to grow and develop.

remuneration

As a newly formed, not-for-profit organisation, Board and Council positions are not remunerated.

We are aware of the volume and intensity of work required for each of these positions, however unfortunately until netball in France grows and receives a higher income, we are unable to offer compensation. We are looking to find driven, motivated individuals who are passionate about netball and willing to donate some of their talent and free time to developing Netball France into an elite, world class organisation.

ROLES

All position descriptions are merely an indicative summary of the role and are not intended to be exhaustive. As a new, quickly growing organisation, we are searching for innovative, passionate, ambitious candidates who are looking to make these roles their own, prepared to go above and beyond their role descriptions, and to put time and effort into developing and implementing the Netball France strategy and making Netball France a world class organisation.



Please note owing to the size and stage of development of the organisation all directors are required, from time to time, to work on more general global activities such as assisting on interview panels, helping at events, gathering feedback, and responding to questions (formal and informal).

president

The President of Netball France is an experienced and effective leader who manages all strategic and operational aspects of the organisation. The President identifies, actions and creates the environment within which the desired outcomes for Netball France are achieved. The primary goal for Netball France is to drive the organization in all areas of netball, nationally and internationally.

In leading Netball France, the President plays a critical part in the development and implementation of the Netball France Strategy. The President oversees the Netball France Board, Council, sub-committees, and any additional positions formed within the organisation. In addition to bodies and persons within the organisation, the President works with local netball associations in France, other netball nations, Europe Netball, and World Netball, to further grow and promote the sport.

Key Duties include:

- To always promote the best interests of Netball France and ensure that the required systems and processes are in place for its effective operation;
- To implement restructuring where appropriate, with the consent of the Board, who's consent may not be unreasonably withheld;
- To travel to any national or international Netball related events, when deemed appropriate by his/her position;
- To responsibly manage in collaboration with the Finance Director budgeting and financial responsibilities for Netball France;
- To attend to Netball France's strategic needs;
- Act as Brand Guardian for Netball France in all activities, briefings, and creative processes;
- To attend, where possible, all Netball France & netball related functions and events;
- To attend and chair, where possible, all strategic and Board meetings of Netball France (including but not limited to monthly Board meetings, bi-monthly Board & Council meetings, and where required, subcommittee meetings);
- To ensure that related compliancy levels are met;
- To identify risks that have the potential to negatively impact on Netball France and advise the board on solutions for such risks;
- To keep the Board Members informed of any information that they require by providing requested reports in a timely fashion;
- Comply with Netball France Policies and Procedures at all times;
- Dealing with all international communication requests; and
- Look for ways to positively improve Netball France and work in partnership with the Board to develop plans for implementation.

More specifically, to lead on performance and improvement in each of the following areas in collaboration with the relevant Board Directors:

Strategic and Operational management

- Compile, coordinate and execute strategic and business plans for Netball France;



- Provide support in the strategic positioning of Netball France in the national and international environment;
- Enhance and market the activities of Netball France locally and internationally.
- Do continuous short- and medium-term planning to ensure the effective functioning of the Board of Netball France;

Liaison and Netball France representation

- Build and maintain effective relationships with all key strategic partners – including the with Ministère des Sports, Europe Netball, World Netball and all sponsors and council representatives, netball clubs & players;
- Liaise with service providers, suppliers and international netball countries;
- Network and represent Netball France at relevant national and international meetings, conferences, seminars and workshops;

Financial Management

- Work with the Finance Director to prepare annual budgets for consideration by the Board of Directors;
- Control costs by applying effective control measures;
- Ensuring proper financial management and regular financial reporting;
- Support and liaise with the Finance Director to oversee the organisation's annual budget and audit process;

Marketing and Communication Management

- Support and liaise with the Communications Director to oversee the marketing of Netball France and Netball France programmes locally and internationally;
- Support relevant personnel to coordinate Netball France event management; and
- Provide leadership in the management of publicity and public relations and create an awareness to Netball France activities.

In order to succeed in this role, we are looking for a candidate with the following skills:

- Passionate about the development of netball as a sport for all – all levels, genders, and ages;
- Demonstrate effective leadership experience within other voluntary associations;
- Experience in developing strategies and the implementation of a vision;
- Strong understanding of finance and performance management principles;
- Familiarity with diverse business functions such as marketing, public relations, finance;
- Proven experience in an executive and/or in other managerial position would be preferable;
- Strong knowledge of governance and general management best practices;
- Strong understanding of netball as a sport and culture, with a deep understanding & experience of coaching, umpiring, and performance structures;
- An entrepreneurial mindset with outstanding organisational skills;
- Analytical abilities and problem solving skills;
- Excellent communication and public speaking skills;
- Strategic relationships and stakeholder relations abilities – building trust and confidence in those relationships;
- Motivated and results orientated with the drive to implement decisions and continuously raise the bar to achieve targets
- Fluency in English (written & verbal)
- It is also desirable, but not required, to be able to communicate in French (written and verbal)



Netball France is currently reviewing individual workloads and organisational targets to lead to a more sustainable organisation. However, please note that our current President consistently spends 20-40+ hours per week doing this role. Whilst we are looking to reduce this time commitment while the role is not remunerated, we do expect that this role will have a relatively large time commitment.

secretary

The Secretary of Netball France reports to the President. The Secretary has a strong understanding of Netball France's regulations, policies and netball as a sport. The Secretary is often the first point of contact, and so needs to be a great people person with a strong customer service ethos. The Netball France Secretary also oversees internal communications within Netball France, and between Netball France, Member Organisations, and stakeholders.

Key duties will include:

- Support the President in distributing invites and agendas for board meetings, AGMs, and EGMs;
- Take and distribute minutes at all board meetings, AGMs, and EGMs;
- Advise Member Organisations of any amendments, alterations, interpretations, or other changes to Netball France policies;
- In liaison with Member Organisations, ensure that a national register of Members is kept and maintained;
- Collaborate with relevant Board Directors to coordinate and compile the Annual Report;
- Immediately after the election of the board members, notify relevant governing bodies of the relevant contact details of the newly elected Board;
- Act as first point of contact for club & member enquiries;
- Manage Netball France inbox, ensure all emails are sent to relevant directors; and
- Support of the National Squad Team Managers in performing their tasks effectively and efficiently.

In order to succeed in this role, we are looking for a candidate with the following skills:

- Fluent English
- Strong knowledge of Netball
- Strategic thinker – can establish a vision, provide direction, and inspire
- Strong planning and organisation skills together with the ability to delegate tasks where necessary
- Outstanding communication skills – written, verbal, and presentation
- Strong planning and organisation skills
- Able to develop and maintain strategic relationships, and the ability to build trust and confidence with stakeholders
- Able to work under pressure, manage multiple priorities and meet deadlines
- Can maintain confidentiality on relevant matters

It is also highly desirable for you to be able to communicate in French (written and verbal) and have previous experience in a similar role.

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finance director

The Finance Director of Netball France is responsible for leading and managing all financial aspects of Netball France, including managing strategic financial planning, financial statements, and cash flow. Reporting to the President, the Finance Direction supports this function in setting and tracking financial goals, objectives and budgets, providing management reports, and overall financial management.

Key duties will include:

- Ensure Netball France's financial practices are in line with statutory regulations and legislation;
- Liaise with President and relevant Board Directors to develop an annual budget and ensure funds are spent appropriately and in best interest of organisation;
- Development and maintenance of longer term (3-year) budgets to meet the strategic objectives of the organisation and ensure the long term financial health of the organisation
- Work with other Directors and workgroups to amend and/or validate programme budgets;
- Monitor cash flow, accounts, and other financial transactions;
- Efficient payment of invoices and bills;
- Issue receipts for monies received;
- Keep up to date Income & Expenditure - with a preference to maintain a vision of monies owed and payable;
- Present regular financial reports to Board;
- Prepare end of year financial statement with a supporting audit trail;
- Present an end of year financial report at AGM;
- Seek out methods and practices to minimise financial risk;
- Create and maintain relationships with banking institutions and accountants;
- Update and implement financial policies and procedures; and
- Collect membership fees and all monies due to organisation.

In order to succeed in this role, we are looking for a candidate with the following skills:

- Degree in accounting, business, or finance, with several years of practical, hands-on financial experience (preferably in a SME or not-for-profit organisation) - preferential consideration will be given to qualified and/or chartered accountants.
- Excellent mathematical, commercial, and leadership skills;
- A good understanding of data privacy standards;
- Exceptional communication skills, both written & verbal together with fluent English:
- Superior attention to detail
- Strong planning skills
- Excellent problem solving & critical thinking skills



- Able to develop and maintain strategic relationships, and the ability to build trust and confidence with stakeholders
- Previous experience in a budgeting or accounting role
- It is also desirable, but not required, for you to be able to communicate in French (written and verbal) and have previous experience in a similar role.

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Please note that our current Finance Director spends approximately 4-6 hours per week in this role.

governance director

The Governance Director reports to the President and is responsible for embedding appropriately all elements of French law and association culture required to be fully operational in France.

It is important to Netball France that as a sport and organisation we are integrated fully in French society and not just an 'expat sport', therefore this is a key role in the organisation.

The Governance Director plays a critical role in the development and implementation of the Netball France Strategy. Work undertaken in this remit is heavily focused on Netball France's application to become the 'Fédération Française de Netball'. A key metric for success of this process is ensuring all of Netball France's policies and procedures are in line with French law and best practices.

Given the level of significance of this role, Netball France has two Governance Directors on the Board. The incoming successful candidate for this role will work in close partnership with Governance Director, Maxence Gille.

Key duties will include:

- Represent the organisation at external meetings;
- Main point of contact with Ministère des Sports;
- Develop relationships with relevant French bodies (i.e., Ministère des Sports, INSEP, CNOSF, Agence Nationale, etc.);
- Lead Netball France's application for 'Fédération Française de Netball' status – ensuring full compliance with all necessary regulations, have all necessary documentation, seeking support from legal counsel when necessary to ensure all documents are legally sound, managing the process from beginning to end by keeping close consultation with the Ministère des Sports to ensure Netball France are successful in achieving federation status;
- Ensure Netball France is compliant with Code du Sport and all other relevant French laws, particularly regarding performance athletes, national teams, and governance;
- Support the Translation Committee in creating the necessary tools/materials to seamlessly operate as a bi-lingual organisation in France;
- Provide advice and opinions from a French perspective regarding Netball France initiatives; and
- Ensure the organisation is not just growing the sport of Netball but integrating and embedding it into French culture.



In order to succeed in this role, we are looking for a candidate with the following skills:

- Fluent French and English
- Strong knowledge of Netball
- Highly developed leadership and management skills
- Strategic thinker – can establish a vision, provide direction, and inspire
- Strong planning and organisation skills
- Outstanding communication skills – written, verbal, and presentation
- Able to develop and maintain strategic relationships, and the ability to build trust and confidence with stakeholders
- Motivated and results orientated with the drive to implement decisions and continuously raise the bar to achieve targets
- Able to work under pressure, manage multiple priorities and meet deadlines
- Passionate about and committed to the development of netball at all levels, for everyone
- Experience of working within the confinements of a budget and being flexible to meet the needs of the organisation
- Flexible and able to adapt to changes in the role due to change in needs and opportunities for a quickly growing organisation

Please note that unlike other roles, for the Governance Director role it is **necessary to be a French native**, fluent in French and English, and preferably based in France.

Please note that our current Governance Directors spend approximately 4-6 hours per week in this role.

sponsorship, partnership, and grants director

The Sponsorship, Partnerships, and Grants Director reports to the President and is directly responsible for Netball France acquiring sponsorships, partnerships, and grants. This role is critical in ensuring Netball France continues to grow sustainably and hit our strategic targets. We are an ambitious organisation, and many of our strategic targets require further funds and partners to become a reality. Therefore, we are looking for a driven, passionate, creative, and ambitious Director who can identify and build relationships with partners who align with our values, vision, and mission.

Key duties will include:

- Identify and suggest to the Board potential sponsors & partners, in France and in the global netball/sporting community;
- Upon approval from relevant Directors, engage with potential sponsors & partners to develop partnerships;
- Maintain and further develop partnerships;
- Identify and apply for relevant grants and/or other forms of financial assistance;
- Coordinate fundraising events;
- Work with Communications Committee and other relevant Directors to create Media & Sponsorship decks;
- Coordinate sponsorship review and reporting process; and
- Ensure partner logos are correct on all collateral, including website, social media, and other communications.

In order to succeed in this role, we are looking for candidates with the following skills:

- Fluent English



- ⑦ Strategic thinker – can establish a vision, provide direction, and inspire
- ⑦ Strong planning and organisation skills
- ⑦ Outstanding communication skills – written, verbal, and presentation
- ⑦ Able to develop and maintain strategic relationships, and the ability to build trust and confidence with stakeholders
- ⑦ Motivated and results orientated with the drive to implement decisions and continuously raise the bar to achieve targets
- ⑦ Able to work under pressure, manage multiple priorities and meet deadlines
- ⑦ Experience of working within the confinements of a budget and being flexible to meet the needs of the organisation
- ⑦ Flexible and able to adapt to changes in the role due to change in needs and opportunities for a quickly growing organisation
- ⑦ Ability to build relationships, coordinate and support volunteers or teams
- ⑦ Ability to work to a budget and accurately forecast financial outcomes
- ⑦ Experience of writing business plans for grants
- ⑦ Experience of networking and cold-calling/contacting

It is also desirable, but not required, for you to be able to communicate in French (written and verbal) and have previous experience in a similar role.

It is expected that this role will have a time commitment of approximately 4-6 hours per week.

HOW TO APPLY

Please fill out the application form at <https://forms.gle/41TL4QMJV5qEdfif8>

Please note you will be required to upload your CV and a cover letter detailing which role(s) you are applying for and explaining your motivations, previous experience/relevant skills, and what you can bring to the role. If you would like to apply for more than one role, you will be required to upload a cover letter for each role you are interested in.

If none of the specific roles fit your skill set but you would still like to be involved, there is an option for an 'open application' on the form where you can upload a cover letter explaining how you believe you could be of assistance, what you can bring to the organisation, your motivations, previous experience, and relevant skills.

Applications close 31st July 2024. Candidates who have proceeded to the next stage will be contacted by the week beginning 26th August 2024 and will be required to be available for a follow up call on the week beginning 2nd September 2024.

If you have any further questions, please reach out to contact@netballfrance.com

