

# Minutes of the Hutt Valley Gymnastics Committee Meeting held on Wednesday, 8 July 2020 at 7:00pm

## **Purpose: to progress the Star Review Recommendations**

Present: Marion Cox (Chair), Greg Marsden, Bridget Adair, Ellen van Dijken and Deirdre Follett.

## **WELCOME**

The Chair opened the meeting and noted we had received apologies from Emma Austin, Rebecca Hills, Lynette Chin and Darren Sears.

## **FEEDBACK RECEIVED**

Marion had talked with Rebecca around her preferences and briefed the meeting accordingly. Emma had forwarded an email that was read to the team and GFA Head Coach, Mel Sales had also emailed.

Mel would like the new person to work alongside the Head Coaches. It was agreed that this is not the Committee's focus as we have already agreed upon the role. Both Rebecca and Emma also indicated their preference to have as one role. The meeting referred to the previous meeting discussion noting that everyone had agreed that we would follow the two-role plan. It is a priority to fill the Programme Manager. Emma also felt that the Marketing Role was not required at this time.

## **PROGRAMME MANAGER**

The above was considered, and it was confirmed that as agreed at the last meeting the Programme Manager was key. It was agreed:

**MOTION: THE COMMITTEE WILL ADVERTISE THE PROGRAMME MANGER ROLE IMMEDIATELY WITH APPLICATIONS CLOSING ON FRIDAY 31 JULY. FORMAL INTERVIEWS WILL FOLLOW ON THE WEEK OF 5 AUGUST 2020 WITH THE CHAIR AND HR OFFICER BEING THE INTERVIEW PANEL. IF INTERNAL APPLICATIONS ARE RECEIVED AN EXTERNAL PARTY WILL BE ENGAGED TO JOIN THE PANEL.** Marion Cox/Bridget Adair

The proposed Job Description will be confirmed and made available to applicants. This needs to include a competency matrix ie. how can you demonstrate leadership; communications – do you have competencies in verbal written and emotional communication; numeracy competencies; emotional intelligence - how can you demonstrate that you have emotional intelligence.

Ellen will draft the wording for the advert and email back to Deirdre to circulate to the Committee for prompt input with these meeting notes. Key points:

- We are flexible in hours as we want the best person for the role.
- Possibly starting with part-time moving to FTE. (30hrs per week?)
- This is a new role

“Hutt Valley Gymnastics Club is currently sizing the role and encourage applicants for either part time or full-time applicants”

The advert will be included on the Sport Wellington job vacancies page, Facebook, Club website, Trade Me Jobs, Seek and LinkedIn. Lynette and Marion to draft up interview questions and a scoring matrix.

## **ADMINISTRATION MANAGER**

Discussion followed on the Administration Manager role. Feedback received identified that filling this role was important and after discussion it was agreed:

**MOTION: THE COMMITTEE APPOINT CLUB SECRETARY, DEIRDRE FOLLETT AS THE CLUB'S INTERIM ADMINISTRATION MANAGER FOR A THREE-MONTH PERIOD TO PROVIDE THE OPERATIONAL CONTINUITY. THIS WILL BE TO A MAXIMUM OF 0.5 FTE (20 HOURS) ON A CONTRACTOR BASIS PAYING \$30 PER HOUR. THE OVERARCHING AIM IS TO TRANSITION THE ROLE FROM THE CURRENT JOB DESCRIPTION TO THE COMMITTEE'S PROPOSED ADMINISTRATION MANAGER ROLE. THE COMMITTEE DELEGATES LINE MANAGEMENT RESPONSIBILITY FOR THE ADMINISTRATION TEAM.**

Greg Marsden/Marion Cox

Consultation was made via phone call with the HR Officer and it was further agreed that:

**MOTION: WHILE WORKING ON BEHALF OF THE COMMITTEE IN INTERIM ADMINISTRATION MANAGER ROLE, DEIRDRE FOLLETT WILL REMAIN A COMMITTEE MEMBER. TO ADDRESS ANY CONFLICT OF INTEREST SHE WILL RELINQUISH HER VOTING RIGHTS FOR THE PERIOD OF THE CONTRACT ARRANGEMENT.** Greg Marsden/Marion Cox

#### **OBLIGATIONS TO STAFF AS A GOOD EMPLOYER**

Marion will advise Pip and Neeraja of the above appointment and that the Programme Manger is being advertised. Discussion followed on the need to follow best practice while working through the Star Review recommendations. It was felt that all staff needed to be advised, as per Government requirements, that the Club is working through a restructure which will result in the change of Job Descriptions and potentially changes hours and expectations on staff. This will be communicated and discussed with those effected during the process. Marion will forward notification to all staff accordingly.

Pip and Neeraja should have the opportunity to apply for the Administration Manager role when it is being advertised if they want to.

#### **MARKETING ROLE**

It is acknowledged that the Marketing Role could be beneficial for the Club leading into the move to Fraser Park and could be combined with a fundraising focus. This requires further investigation by the Committee to look at how this role could be self-funding ie. Securing corporate sponsorship, fundraising, and pulling brand awareness together. This role could be on a very part time basis.

#### **NEXT MEETING**

The next meeting will be the scheduled Committee meeting on Tuesday, 21 July 2020 at 6:00pm.

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I declare that these minutes are a true and correct record of the meeting:

Chairperson:

Date:

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