

| | |
|------------------------|------------------|
| Job Title: | Secretary |
| Reports to: | President |
| Date of Effect: | 1 February 2020 |

| | |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mission | To provide a happy, safe and inclusive environment for our players, coaches, umpires and volunteers and we continually look for ways to make a positive impact for our netball community. |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| | |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Primary Job Purpose | Responsible for all day to day administration and communication at the club. |
| Job Responsibilities | <ul style="list-style-type: none"> • Attend to all correspondence • Redirect all completion enquiries to registrar or relevant parties • Liaise closely with president and keep informed of all matters. • Maintain register with names, dates of birth, address/email of all Committee members including date of appointment to position and date vacate position. Update within 1 month of changes • Ensure KNA Secretary has your email and phone contact details • Record of current Public Officer name and official address • Record of current authorized signatories • Record of disclosure of any conflict of interest of committee members • Keep record of holders of keys for any storage/venue facilities i.e. Lofberg Courts • Request meeting agenda items from committee members prior to each meeting • Prepare meeting agenda and distribute to committee members prior to each meeting • Keep complete record of minutes for all meetings. Prepare minutes for approval by President before distributing to all committee members within 7 days of meeting • Send minutes to Web Administrator for uploading to WPNC web site • Prepare outgoing correspondence. Send to President and Vice President for review prior to distributing • Record all incoming and outgoing correspondence. Keep copies and distribute to committee members/President as appropriate and at each meeting • Prepare correspondence list to provide at meetings • Prior to AGM ensure end of year reports are received including nominations for elections and financial statements. Send out to committee members prior to AGM • Co-ordinate meeting venues. • Recruit Managers to the season for all teams. • Collate list of "Coaches and Managers" for distribution • Other duties as requested by President or Vice President |
| Budget Management | Bank Signatory |

JOB HOLDER CAPABILITIES

| | |
|------------------------------|-----------------------------|
| Skills and Experience | ○ Operational Effectiveness |
|------------------------------|-----------------------------|



WAHROONGA
NETBALL

- Presenting and Communicating Information
- Adapting and Responding to Change
- Coordination & Organisation
- Communication Skills – Both Written and Verbal

