



JOB DESCRIPTION

Membership Secretary

The Membership Secretary manages all the paperwork and forms for the Donvale Netball Club. This person provides the coordinating link between members, the management committee and outside agencies.

Job Description

- Answers membership enquiries
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- Provides outline of how the membership fees are allocated
- Keeps the membership database up-to-date
- Liaises with treasure and uniform coordinator re payment and uniforms
- Processes applications; register all members with Netball Victoria, enter teams in competitions

Knowledge and Skills Required

Ideally the membership secretary is someone who:

- Holds a working with children certificate
- Can communicate effectively
- Is well organised
- Can maintain confidentiality on relevant matters
- Knowledge/experience with excel spread sheet

Estimated Time Commitment Required

The estimated time commitment required as the Membership Secretary of Donvale Netball Club is 3 – 5 hours per week.

The time commitment required as the Membership Secretary of a club varies greatly from club to club. Smaller clubs may require a Secretary to spend only a half hour to an hour per week or larger clubs two to three hours per week on Secretarial duties.

The Secretary is appointed for a 12 month period (until the AGM).

