



JOB DESCRIPTION

Secretary

The Secretary is the chief administration officer of Donvale Netball Club. This person provides the coordinating link between members, the management committee and outside agencies.

Job Description

- Assist President when required
- Prepare the agenda for club/group meetings in consultation with the Chairperson
- Make arrangements including venue, date, times and hospitality for club meetings
- Send adequate notice of the meetings to committee members
- Call for and receive nominations for committees and other positions for the club AGM
- Document the minutes of meetings
- Distribute the minutes as soon as possible after the meeting to committee members
- Read, reply and file correspondence promptly
- Other tasks: handle bookings and entries; supervise uniforms; respond to general duties as directed by the club committee.
- Collate and arrange for the printing of the annual report
- Act as the public officer of the club liaising with members of the public, affiliated bodies and government agencies
- Liaise with the membership secretary regarding applications; register all members with Netball Victoria, enter teams in competitions

Knowledge and Skills Required

Ideally the Secretary is someone who:

- Can communicate effectively
- Is well organised and can delegate tasks
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of the constitution & bylaws.
- Hold or apply for a working with children check

Estimated Time Commitment Required

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

The time commitment required as the 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).