



**DONVALE  
NETBALL CLUB**

## POSITION DESCRIPTION

*Donvale Netball Club exists to improve people's lives through the sport of netball.*

<b>Position Title:</b>	<b>Secretary</b>		
<b>Reports to:</b>	Executive Committee	<b>Direct Reports:</b>	N/A
<b>Employment Status:</b>	Volunteer		
<b>Time Commitment</b>	Executive & Committee Meetings at least once per month, plus extra for duties		
<b>Donvale Netball Club Inc.</b>	<p>Donvale Netball Club Inc. is a not for profit, member-based organization governed by a volunteer Committee of Management, and is affiliated with Doncaster &amp; District Netball Association and Netball Victoria.</p> <p>Donvale Netball Club Inc. exists to improve people's lives through the sport of netball. Our values of fun, fitness, friendship and community provide opportunity for all players, umpires, coaches, managers, their families and supporters to come together and enjoy being part of our netball family.</p> <p>Donvale Netball Club Inc. management roles include Membership Registrar, Uniforms, Coach Co-ordinator, Equipment Co-ordinator, First Aid Co-ordinator, Social Media Managers, Umpires Advisor, DDNA Liaison, Grants Manager, Revenue Officer, Sponsorship Manager, Website Manager, Programmes Development Manager, Events Manager and Membership Protection Information Officer, led by the Executive Committee comprising President, Vice-President, Secretary and Treasurer.</p>		
<b>Commitment to Child Safety</b>	<p>Donvale Netball Club Inc. is committed to providing Children and Young People with positive and nurturing experiences for healthy development and wellbeing. As part of that dedication to health and wellbeing, Donvale Netball Club Inc. is committed to ensuring the safety of all of its members, particularly Children and Young People. The Netball Victoria Child Protection Commitment Statement is crucial to NV and its Affiliates', including Donvale Netball Club Inc., commitment to providing a safe environment for children in netball and consists of principles and benchmarks Netball Victoria has in place.</p>		

### Primary Purpose of Position

- Ensure that appropriate administrative support is provided to the President and the General Committee and sub committees
- Manage business considered by the Club Committee

### Key Responsibilities

- Act as the public officer for the organization and attend to legal requirements as outlined by Consumer Affairs Victoria
- Establish a meeting schedule for the Executive and Sub-Committees for the year
- Coordinate meetings for the organisation and collate an agenda for those meetings
- Prepare the agenda and minutes of all committee and General meetings of the Donvale Netball Club, distribute and file in accordance with the Rules of the Club
- Prepare comprehensive reports of all activities of the Club for presentation to the membership at the Annual General Meeting
- Liaise with parent bodies and act as delegate or ensure delegates are arranged for parent body meetings

- Provide oversight and guidance to the Club Committee on the matters of the Constitution, conduct of meetings and amendments to By-Laws
- Maintain a register of member's names, addresses etc.
- Be responsible for correspondence and issue notices as required and keep records of all inward and outward correspondence
- Forward to the responsible Club officers any emails pertinent to their role and follow up
- Be the telephone and email contact for all enquiries
- Maintain files of legal documents such as constitutions, bylaws, leases and titles
- Collect and collate all reports from office bearers
- Maintain a complete record of all activities of the Donvale Netball Club Inc.
- Disseminate by email, website, notice and or newsletter, any information within the Club and from external sources, pertinent to all members
- Coordinate material for club newsletter, email
- Liaison with Club Communications Co-ordinator and/or Club officers regarding communications and social media forums with members
- Maintain Club administration records- correspondence, financial records, competition details etc.
- Assist other committee members in their duties as required
- Provide a report on any aspect of portfolio operations to the monthly committee meeting
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.

#### **Knowledge, Skills & Abilities**

- Commitment to the success of the Club, its membership and the sport of netball
- Well-developed communication skills
- Good listening skills
- Excellent organisation skills
- Ability to lead by example
- Ability to delegate tasks
- Ability to liaise with external parties
- Computer literate with good report-writing skills
- Able to maintain confidentiality on relevant matters
- Strength and clarity of purpose
- Ability to engage, encourage and lift the level of service
- Familiarity of Netball Australia, Netball Victoria, Club and affiliated Association/s Member Protection, Child Safety and Behaviour Codes, policies and procedures
- Familiarity with Club and affiliated Association/s Constitution and By-Laws, rules, policies and procedures of the Club

#### **Other Requirements**

- Working with Children Check
- Helpful to have a basic understanding of process, governance and legislative compliance