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|--------------------------|---|----------------------|-----------|
| <b>JOB TITLE:</b>        | SECRETARY                               | <b>JOB CATEGORY:</b> | VOLUNTEER |
| <b>REPORTS TO:</b>       | Executive and General Committee members |                      |           |
| <b>POSITION TERM:</b>    | 1 Year                                  |                      |           |
| <b>TIME COMMITMENT:</b>  | Click here to enter text.               |                      |           |
| <b>APPLICATION TYPE:</b> | Nominate to AGM for vote                |                      |           |

**JOB DESCRIPTION:**

**OBJECTIVE**

- Ensure that appropriate administrative support is provided to the President and the General Committee and sub committees
- Manage business considered by the Club Committee
- Provide support to the Executive and Committee members to ensure the efficient operation of the Club

**RESPONSIBILITIES**

- Establish a meeting schedule for the Executive and sub Committees for the year
- Provide secretarial support to the committee, including preparing agendas in consultation with the President
- Collect and collate all reports from office bearers for meetings
- Prepare minutes of all committee and General meetings of the Club, distribute and retain for official record of the Club
- Maintain a complete copy of the Constitution, Policies and Procedures of the Club
- Maintain a complete record of all activities of the Club
- Prepare comprehensive reports of all activities of the Association for presentation to the membership at the Annual General Meeting
- Disseminate by email, website, notice and or newsletter, any information from within and externally of the Club pertinent to all 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
- Manage and coordinate communication channels (email, messaging, and social media) with the assistance of other Executive Committee members

**KNOWLEDGE/SKILLS**

- Effective communicator
- Ability to organise and delegate tasks
- Well organised
- Able to maintain confidentiality on relevant matters
- Good listening skills

**PERSONAL ATTRIBUTES**

- Strength and clarity of purpose



- Ability to lead by example
- Ability to engage, encourage and lift the level of service
- Dedicated Club person

**OTHER**

- Must have a Working with Children Card (Blue Card)
- Eligible for a National Criminal Police Check
- Must be a registered member of Netball Queensland

|                         |   |                   |                 |
|-------------------------|---|-------------------|-----------------|
| <b>NOTES:</b>           | For further information regarding this position please contact rochedalroversnc@gmail.com |                   |                 |
| <b>REVIEWED BY:</b>     | Sanet Tracy   | <b>DATE:</b>      | October 2, 2023 |
| <b>APPROVED BY:</b>     | Sanet Tracy   | <b>DATE:</b>      | October 2, 2023 |
| <b>LAST UPDATED BY:</b> | Sanet Tracy   | <b>DATE/TIME:</b> | October 2, 2023 |