



# NEWTON JAGUARS NETBALL CLUB

## POSITION DESCRIPTION – Club Secretary

ORGANISATION:	Newton Jaguars Netball Club
POSITION TITLE:	Club Secretary
POSITION TYPE:	Voluntary / Remunerated \$1000 pa
RESPONSIBLE TO:	Club President, Club Committee
TERM OF OFFICE:	Two Years (Elected)
TIME COMMITMENT:	Hours per week as negotiated

## POSITION REQUIREMENTS

### PURPOSE:

To provide a coordinating link between members, players, the committee and outside agencies and stakeholders

### KNOWLEDGE / SKILLS:

- Good Communication skills
- Friendly and caring attitude
- Well informed on club activities
- Aware of the future directions and plans of NJNC
- Understanding of the NJNC Constitution / By-laws / Policies and Procedures.
- Displays strong supportive leadership skills to all members, players, volunteers and parents
- Maintain Confidentiality on relevant NJNC matters
- IT competency – familiar with basic operating systems, Microsoft Office, Internet, email and Facebook
- Competent in operating MY- Netball programmes

### RESPONSIBILITIES AND DUTIES:

- Develop active “BELIEVE IT – ACHIEVE IT” culture with all NJNC members
- Prepare agenda for meetings in consultation with the President
- Coordinate official club meetings including dates, times, venue and hospitality for NJNC meetings
- Keep accurate minutes of meetings and distribute to all committee members within agreed timelines
- Call for and receive nominations for NJNC committees and NJNC positions for the AGM.
- Assuring the appropriate adverts for the AGM are published in line with the constitution
- Ensure all appropriate documentation is sent to Auditor at least 6 weeks prior to the AGM
- Collate and arrange printing of annual report
- Ensure adequate notice of meetings as per the constitution
- Maintain registers of members, life members and sponsor name address and contact details
- Ensure records of players, coaches, officials are recorded and maintained
- Review annually recommendations for life members, player and service related



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## RESPONSIBILITIES AND DUTIES CONTINUED

- Communicate information between members, players, officials and sponsors of important dates, events and NJNC activities
- Liaise and communicate with President and other committee members as required
- Maintain records of minutes and of proceedings for all formal meetings of the NJNC and distribution of these to the membership as is appropriate and required
- Be familiar with the Constitution / By laws / Policies and Procedures of the NJNC as well as those of the governing body
- Maintain Policies and Procedures and ensure development and implementation of new initiatives are recorded
- Ensure current copies of Constitution / By – Laws / Policies and Procedures are readily available to the membership through the website
- Ensure that members, players and officials abide by the constitution / By-Laws / and Policies and Procedures of NJNC
- Liaise with media and community to promote the NJNC in the district and netball community through Newspapers, Radio etc.

## ADDITIONAL INFORMATION

### REQUIRED CHECKS:

- Working with Children Check
- DSI check

### THE OPPORTUNITY TO:

- Work as part of a team of people dedicated to the growth and development of netballers, coaches and officials of the NJNC
- Have an active input into the goals and objectives of the NJNC
- To provide skills in a positive, engaging and challenging way
- Be an active contributor to providing a safe, caring and positive environment for young people being involved in the NJNC
- Be part of a group of people dedicated to the development and longevity of the NJNC

### REIMBURSEMENT OF OUT OF POCKET EXPENSES:

- Subject to advanced authorization and presentation of receipts

*FOR FURTHER INFORMATION REGARDING THIS POSITION PLEASE CONTACT THE PRESIDENT OR SECRETARY OF THE NEWTON JAGUARS NETBALL CLUB ON THE WEBSITE*