|  |  |
| --- | --- |
| **POSITION DESCRIPTION – Association Secretary** | |
| **Organisation:** |  |
| **Job Title:** | Secretary of *(Association name)* |
| **Position Type:** | Voluntary/Paid |
| **Reports to:** | Committee members of *(Association name)*  President of *(Association name)* |
| **Currently filled by:** |  |
| **Commencement date:** |  |
| **End date:** |  |
| **Time Commitment:** | *Approximately 10 hours per week* |
| **POSITION DETAILS** | |
| **Purpose**  To provide a coordinating link between members, the committee and outside agencies | |
| **Knowledge/Skills**   * Good communication skills with a friendly and caring attitude * Is well informed of all Association activities and aware of the future direction of the Association * Understanding of the Association’s Policies/Procedures/Constitution and By-Laws * Can maintain confidentiality on relevant matters * Capable of using Microsoft Word and Excel, and MyNetball | |
| **Typical time commitment**   * *Approximately 10 hours per week throughout the year* * *May be busier during registration period (generally February to April) and Saturday mornings through the winter season (May to September) may be required* | |
| **Responsibilities and Duties**   * Organise association meetings, including sending notice, writing minutes, and completing necessary paperwork * Maintain a register of members’ names and addresses, life members and sponsors * Maintain files of legal documents such as constitutions, bylaws, leases and titles, as well as meeting minutes and agendas * Act as the public officer of your Association, liaising with members of the public, affiliated bodies, government agencies and media * Communicate information between Association and members, such as registration dates, competition information, important dates, events etc. * Policy development and implementation   **Member Protection**   * You may be required to obtain a Working With Children Check (*if usual duties involve, or are likely to involve, contact with a child (under 18))* * If exempt from Working with Children Check, you may need to obtain a Volunteer National Police Certificate | |
| **ADDITIONAL INFORMATION** | |
| **Volunteering in this position gives you the opportunity to:**   * Work as part of team dedicated to the growth and development of *(Association name)* * Meet and network with other volunteers and industry professionals * Have input into the goals and objectives of *(Association name)* * Use one’s skills in a positive and engaging way * Develop a greater understanding of sports management structures   For further information regarding this position please contact *(Association name) (Association contact details)* | |
| ***This position description is intended as an example/template only. It is the expectation of Netball WA that each Association/Club customise the content to suit their individual needs*** | |