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| **POSITION DESCRIPTION – Club Secretary**  |
| **Organisation:** |  |
| **Job Title:** | Secretary of *(Club name)* |
| **Position Type:** | Voluntary/Paid |
| **Reports to:** | Committee members of *(Club name)*President of *(Club 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 other organisations |
| **Knowledge/Skills*** Good communication skills with a friendly and caring attitude
* Keeps well informed of Club activities and aware of the future direction of the Club
* Understanding of the Club’s Policies, Procedures, Constitution, and By-Laws or a general understanding of Governance and these types of documents
* Can maintain confidentiality on relevant matters
* Capable of using Microsoft Word and Excel
* Training in MyNetball is desired
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| **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*
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| **Responsibilities and Duties*** Organise Club 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 Club, liaising with members of the public, affiliated bodies, government agencies and media
* Communicate information between Club 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
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| **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 Club/Club customise the content to suit their individual needs*** |