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| **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*** Understanding of Child Safeguarding and the WA Working with Children compliance requirements
* Understanding of Associations activities and its future direction and plans
* Understanding of the Associations Constitution, By-Laws, Policies and Procedures
* Computer literacy
* Effective communication and good interpersonal skills
* Act with integrity, confidentiality, and objectivity
* Good organisational skills
* Positive and enthusiastic attitude
* PlayHQ training (desirable)
* Senior First Aid Certificate (desirable)
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| **Typical time commitment*** *Approximately 10 hours per week throughout the year*
* *May be busier during the 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*** In conjunction with the President, convene all board/committee meetings and general meetings;
* Prepare and circulate meeting agenda, supporting documents and other information and reports as required for board/committee meetings and general meetings;
* Maintain meeting minutes and circulate to members, including the actions and persons responsible for these;
* Maintain a register of members’ names and addresses, life members and sponsors;
* Maintain a register of the latest version of all Association documentation, ensuring it remains relevant and in line with industry standards including but not limited to the club constitution, by-laws, policies and procedures, lease agreements, and minutes meetings and agendas;
* Manage all general club correspondence and act as the primary point of contact for your Association, for enquiries and engagement with members and stakeholders;
* Act as the appointed public officer (in the absence of one), liaising with members of the public, affiliated bodies, and government agencies;
* Communicate information between Association and members, such as registration dates, competition information, important dates, events etc.

**ESSENTIAL*** National Volunteer Police Clearance
* At all times ensure a Child Safe environment
* Comply with the Netball Australia Member Protection Policy and Child Safeguarding Policy
* Comply with the WA Working with Children Check (WWCC) Legislation which means:
	+ If your usual duties involve, or are likely to involve, contact with a child under 18 you will be required to obtain a WWCC unless an exemption applies
* Promote and display the Associations/Clubs values and behaviours
* Promote netball in a positive manner
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| **ADDITIONAL INFORMATION** |
| **Volunteering in this position gives you the opportunity to:*** Work as part of a 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 your 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 and contact details)* |

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| ***NWA-RES-09 Association Secretary PD******This position description template/example has been developed for Associations/Clubs to assist them in developing their own resource. It is the expectation from Netball WA that each Association/Club customise the content to suit their individual needs. Please note that the ESSENTIAL is a requirement and should not be deleted, however may be expanded on as required.******Created: May 2023*** |