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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*** Understanding of Child Safeguarding and the WA Working with Children compliance requirements
* Understanding of Club activities and its future direction and plans
* Understanding of the Club’s 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 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, organise Club meetings, including annual general meetings
* Prepare and circulate meeting agenda, supporting documents and other information and reports as required for committee meetings and general meetings
* Maintain meeting minutes and circulate to members, including actions and persons responsible for the actions
* Maintain a register of members’ names and addresses, life members and sponsors
* Maintain a register of the latest version of all club documentation, such as constitutions, bylaws, leases and titles, as well as meeting minutes and agendas
* Manage all general club correspondence and act as the primary point of contact for your club
* 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.
* In conjunction with the committee, review governance documents and update as needed.

**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 *(Club name)*
* Meet and network with other volunteers and industry professionals.
* Have input into the goals and objectives of *(Club 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 *(Club name and contact details)* |

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| ***NWA-RES-21 Club 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*** |