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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) | |
| **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**   * 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 | |
| **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*** |