

POSITION DESCRIPTION

St Thomas Netball Club- Work Hard, Play Fair, Have Fun



Position Title:	Secretary		
Reports to:	President	Direct Reports:	Nil
Employment Status:	Volunteer		
Time Commitment	Variable- (no more than 6 hours per month)		
St Thomas Netball Club	<p>STNC is a not for profit, member-based organisation. The committee is run by volunteers to ensure the ongoing support of the sport of netball in the Whitehorse community.</p> <p>STNC moto is <i>Work Hard, Play Fair, Have Fun</i>. Our Values are Inclusivity, Teamwork, Respect & Development.</p>		
Commitment to Child Safety	<p>We require all members above the age of 16 who coach, supervise or are part of the committee to have a valid WWC confirmed by the club. Netball's Commitment Statement to Safeguarding Children and Young People and other important information can be found at https://vic.netball.com.au/child-safety-netball</p> <p>At STNC we embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation. We are committed to providing a safe environment for children across Netball.</p> <p>STNC Commitment to Safeguarding Children & Young People</p> <p>Every person in the netball community has a responsibility to understand their role in ensuring the safety and wellbeing of all children and young people in our care. STNC is committed to promoting and protecting the rights of children and preventing abuse from occurring by fostering a culture where children feel safe and empowered. We also seek to ensure the cultural safety of First Nations children, children from culturally and/or linguistically diverse backgrounds and children with a disability.</p>		

Primary Purpose of Position

- Ensure that appropriate administrative support is provided to the President and the General Committee and sub committees
- Manage business considered by the Association Committee

Key Responsibilities

- Acts as the public officer for the organization
- Establish a meeting schedule for the Executive and sub Committees for the year
- Coordinate meetings for the organisation and collate an agenda for those meetings
- Prepare the agenda and minutes of all committee and General meetings of the Association, distribute and file in accordance with the Rules of the association
- Prepare comprehensive reports of all activities of the Association for presentation to the membership at the Annual General Meeting
- Provide oversight and guidance to the Board on the matters of the Constitution, conduct of meetings and amendments to By-Laws
- Maintain a register of member's names, addresses etc.
- Be responsible for correspondence and issue notices as required and keep records of all inward and outward correspondence
- Be the telephone and email contact for all enquires
- Maintain files of legal documents such as constitutions, bylaws, leases and titles
- Collect and collate all reports from office bearers
- Maintain a complete record of all activities of the Association
- Disseminate by email, website, notice and or newsletter, any information within and from externally of the association, pertinent to all members
- Coordinate team reports for club newsletter, email
- Maintain club administration records- correspondence, financial records, competition details etc.
- Assist other committee members in their duties as required
- Provide a report on any aspect of portfolio operations to the monthly committee meeting
- Seek ratification from the appropriate Committee member prior to committing the Association to any financial expenditure or action.
- Uphold Constitution, By-Laws, rules, policies and procedures of the Association

Knowledge, Skills & Abilities

- Well-developed communication skills
- Good listening skills
- Excellent organisation skills
- Ability to lead by example
- Ability to delegate tasks
- Ability to liaise with external parties
- Computer literate with good report-writing skills
- Able to maintain confidentiality on relevant matters
- Strength and clarity of purpose
- Ability to engage, encourage and lift the level of service
- Dedicated association person

Other Requirements

- Induction Training
- Police Check
- Working with Children Check
- Other (please specify)