



## NOOSA DISTRICT NETBALL ASSOCIATION

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### Position Description Secretary

<p><b>Purpose</b></p>	<p>The Secretary is the chief administration officer of the Association. In partnership with the President, the Secretary is responsible for ensuring that the club is run in accordance with the constitution, policies and procedures (SOPPs) and codes of conduct.</p>
<p><b>Job Responsibilities</b></p>	<p>Primary responsibilities for the role of Secretary include</p> <ul style="list-style-type: none"> <li>• In conjunction with the President, convene and attend all committee meetings and general meetings.</li> <li>• Abide by the Association’s Constitution, SOPP’s and codes of behaviour</li> <li>• Prepare and circulate meeting agendas, supporting documents and any other information or reports required for committee meetings and general meetings.</li> <li>• Maintain meeting minutes, and that actions required from meetings are fulfilled.</li> <li>• Manage all general club correspondence and act as primary point of contact for enquiries and engagement with members and stakeholders.</li> <li>• Manage and maintain the Association membership database including all life members</li> <li>• Maintain a register of all affiliated clubs of the Association</li> <li>• Maintain a register of the latest version of all club documentation, ensuring it remains relevant and aligns to the Association’s constitution, SOPPs and codes of conduct</li> <li>• Assist the President and committee in its strategic planning and decision-making.</li> <li>• With support from committee members, complete Annual Report for the AGM.</li> <li>• In the absence of an appointed public officer, act as a public officer for the Association, liaising with members of the public, affiliated bodies and government agencies.</li> </ul>
<p><b>Requirements</b></p>	<ul style="list-style-type: none"> <li>• Current working with children check (blue Card)</li> <li>• To act in the best interests of the Association at all times.</li> </ul>
<p><b>Knowledge and Skills</b></p>	<ul style="list-style-type: none"> <li>• Strong understanding and working knowledge of the Association’s constitution, SOPPs and codes of conduct</li> <li>• Ability to effectively and efficiently implement the Association’s administration and management requirements.</li> <li>• Ability to identify, prioritise, complete and delegate tasks appropriately to meet deadlines.</li> <li>• Good organisational, record keeping and people skills.</li> <li>• Good computer skills</li> <li>• Good communication skills including written and oral.</li> <li>• Possess basic financial management skills.</li> <li>• Strong interpersonal skills.</li> </ul>