

The Secretary is the chief administration officer of the Ignite Netball Club. This person provides the coordinating link between members, the management committee and outside agencies. The Secretary is a member of the Executive Committee.

Responsible to

The Secretary is directly responsible to the President of Ignite Netball Club and the Club members.

Responsibilities and Duties

The Secretary should:

- Adhere to the Ignite Netball Club Volunteer Code of Conduct and Child Protection Policy, and provide an up to date Working With Children Check to the Club as outlined in the Child Protection Policy;
- Check Ignite email twice weekly. Read, reply and file all relevant correspondence promptly. Forward relevant emails to other committee members as appropriate;
- Update and maintain committee and member information in Gmail;
- Communicate all relevant information between WNA, Club committee and Club members;
- Prepare the agenda for Club committee meetings in consultation with the President;
- Make arrangements including venue, date and time for committee meetings and notify committee members in adequate time;
- Prepare minutes for committee meetings, collect and collate reports from office bearers and forward final minutes and supporting documentation to committee members within a week of each meeting;
- Maintain registers of members' names and addresses, life members and sponsors;
- Maintain register for Child Protection Policies and Agreements for all Ignite volunteers;
- Maintain register for Working With Children Check for all Ignite volunteers and follow up any outstanding checks prior to season commencement;
- Maintain files of legal documents including the Ignite constitution;
- Ensure Google Drive is maintained with all relevant information;
- Ensure all portfolios are covered by relevant committee members and coordinate succession planning as necessary;
- Ensure all events are properly staffed, organised and communicated to relevant parties including members;
- Liaise with Treasurer and release payments through the Ignite bank account as required;

- Oversee registration process each season, in liaison with the Registrar, Treasurer, Coach Coordinator and Grading Committee, ensuring all registration forms, payments and My Netball details are lodged by the due date;
- Act as the public officer of the Club, liaising with members of the public, affiliated bodies and government agencies;
- Ensure Club is represented at WNA meetings as required;
- Notify members of the annual AGM 30 days prior to event. Call for and receive nominations for committees and other positions for the AGM;
- Collect annual reports from all office bearers and collate and arrange for the printing and distribution of the annual report to members;

Knowledge and Skills Required

Ideally the Secretary is someone who:

- Can communicate effectively;
- Is well organised and can delegate tasks;
- Can maintain confidentiality on relevant matters;
- Has a good working knowledge of the constitution;
- Is computer literate.

Estimated Time Commitment Required

The estimated time commitment required as the Secretary of Ignite Netball Club is (on average) two hours per week.

The Secretary is appointed for a two year period but may be elected into the position for a second term should there be no other nominations forthcoming from the floor at the AGM. One individual may not carry out the role of Secretary for more than four consecutive years. The rotating of the Secretary and President's office should not occur in the same year.

Reviewed Date: May 2018