**Important Note:** This Position Description has been provided as a general position description only. Please edit the logo and content to ensure it reflects the needs of your organisation and delete this message prior to releasing the Position Description

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| **Position Title:** | **Secretary** |
| **Reports to:** | Executive Committee | **Direct Reports:** | N/A |
| **Employment Status:** | Volunteer |
| **Time Commitment** |  |
| **Netball Victoria** | Netball Victoria is a not for profit, member based organisation which is governed by a volunteer Board of Directors.  It is the peak sporting body for netball in Victoria and is affiliated with Netball Australia. Netball Victoria exists to improve people’s lives. Our identity anchors of: ‘*We enable each other shine’,’ We have no limits; we’ve got this’, and ‘We are leaders’ –* inform who are, both individually and collectively, and therefore how we take up our organisational roles. The Netball Victoria Executive Team comprises of CEO and General Managers across: Commercial Development, High Performance, Government Relations & Facilities Development, Member Services and People & Culture, Participation and Product Development, Finance, and Communications, Marketing and Partnerships. |
| **Commitment to Child Safety** | We require all applicants to undergo background checks and screening prior to or during any appointment. 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>At Netball Victoria, we embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation. We are committed to providing a safe environment for children across Netball.**Netball Victoria Commitment to Safeguarding Children & Young People**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. Netball Victoria 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. |

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| **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
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| **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
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| **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
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| **Other Requirements** |
| * Induction Training
* Police Check
* Working with Children Check
* Other (please specify)
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