

Secretary Position Summary

Position:	Secretary
Remuneration:	This is a volunteer position. Reimbursement policies apply where appropriate.
Hours:	
Start Date:	
Term:	

Purpose

The Secretary is responsible for the documentation and communication of activities of/to the committee. The Secretary is the primary administration officer of the committee and provides the links between the committee and members and/or general public.

Responsibilities

- Receive all correspondence and respond or forward on where necessary to the appropriate committee member
- Prepare and submit annually; Netball NSW affiliation form and statements required by the incorporation act
- Assume the role of Publicity Officer if there is not a separate position on the committee
- Maintain a register of contact information for life members, affiliated clubs, council and proxy delegates
- Prepare an administration report for the AGM and Executive Committee report to council
- Arrange insurance against loss, damage to or liability of the organisation by reason of fire, accident or otherwise
- Assist in preparing grants, funding or sponsorship proposals if there is not a separate position on the committee
- Establish and update organisational calendar
- Preparing and sending correspondence at the request of the President or committee
- Calling for and receiving nominations for committee members and other positions at the AGM
- Keep records of all inward and outward correspondence and maintain files of legal documents
- Receiving and maintaining club, membership and Working with Children Checks records
- Prepare, distribute and file agendas/minutes of all committee and general meetings of the organisation

Skills Required

- Organised and able to multi-task
- Good computer skills
- Good communication skills
- Handle matters with confidentiality and discretion

- Good attention to detail
- Able to delegate tasks
- Report writing experience

Pre-Requisites

- Must be able to provide evidence of a valid and current NSW Working With Children Check
- First Aid Certificate