



SECRETARY POSITION DESCRIPTION

Manningham Netball exists to improve people's lives through the sport of netball.

Position Title:	Secretary
Reports to:	Executive Committee
Direct Reports:	N/A
Employment Status:	Volunteer
Time Commitment	As required
Doncaster & Districts Netball Association trading as Manningham Netball	<p>Manningham Netball (the "Association") is a not for profit, member-based organization which is governed by a volunteer Committee, based in the City of Manningham.</p> <p>The Association Committee of Management comprises six General Committee members and the Executive Team comprising the President, Vice President, Treasurer & Secretary.</p>
Commitment to Child Safety	<p>All applicants are required 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</p> <p>As an affiliate of Netball Victoria, Manningham Netball embraces diversity in gender, age, ethnicity, disability, religion and sexual orientation, and is committed to providing a safe environment for children in the netball community.</p> <p>Manningham Netball adopts Netball Victoria's 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. 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, and also seeks 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
- Co-ordinates and oversees the DDNA Administrator and assigned tasks
- 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 Committee 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

Key Responsibilities (continued)

- 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 and oversee the Administrator
- 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 and Team Player

Other Requirements

- Working with Children Check

Summary of Manningham Netball Portfolios

Representative Teams Sub-Committee

- Senior Rep Co-ordinator
- Junior Rep Co-ordinator
- Uniforms co-ordinator

DDNA Venues & Precincts Sub-committee

Saturday Competition Sub-Committee including Grading Sub-Committee

Night Competitions - Co-ordinator/s (Tuesdays)

Saturday Competitions Manager

Programmes Sub-Committee

- All Abilities
- NetSetGo
- Walking Netball
- Fast 5 format
- Rising Stars Junior Development
- 3-5 year olds programme
- School Holiday Clinics

Revenue Sub-Committee

- Marketing
- Fundraising
- Grants
- Sponsorship

Communications

- Website
- Facebook
- Instagram
- Other alternatives

Umpire Programme

- Umpire Co-ordinator
- Umpire Supervisor

Member Protection Information Officer & Working With Children Check Officer

Operations Management

- Administrator
- Finance Officer

Canteen Manager

Complaint Handling Officer / Hearing Officer

Volunteers Co-ordinator