



HI-LITES NETBALL CLUB

Reg. No. 3862

Position Title	Secretary
Status	Committee Volunteer
Hi-Lites Netball Club	Hi-Lites Netball Club is a non-profit sporting club that prides itself on being a family-friendly club where all players at all levels are welcome. We encourage sportsmanship, team morale, and family participation.
Expenses	Pre-agreed out-of-pocket expenses will be reimbursed
Remuneration	N/A
Commitment	<ul style="list-style-type: none"> ● 2-6 hours per week for correspondence and committee tasks ● 2 hours bi-monthly to attend Committee Meetings ● 3 hours for Club Annual General Meeting (AGM) <p>NB The position is usually filled at the end of the financial year AGM and held for 24 months</p>
Compliance Requirements	<ul style="list-style-type: none"> ● Hold a current Working with Children Check ● Completion of any training required specific to the role ● Fulfil Child Safety requirements ● Hold a current Netball Victoria Membership (reimbursed by Hi-Lites Netball Club)
Primary Purpose of Position	
<ul style="list-style-type: none"> ● To uphold and promote the Values, Code of Conduct, Purpose Statement, and various policies of the Hi-Lites Netball Club ● To support all areas of club activities both on and off the court ● To understand the club rules, By-Laws, Policies and Procedures, legal and compliance obligations, and ensure the club is run according to these requirements at all times ● Provide administrative support and connection to the President and Committee of management, club members, families and all stakeholders. 	

Key Responsibilities	<p><i>To successfully undertake the role of Secretary the role requires the person to be responsible for the administrative tasks of the club including:</i></p> <ul style="list-style-type: none"> ● Contribute to creating an environment that encourages sharing of information, ideas. And feedback ● Represent the Hi-Lites Club in a professional and positive manner ● Is a member of the Hi-Lites Netball Club committee ● Creates and maintains the database for committee members, teams, Team Managers, Coaches, and Umpires, including Netball Victoria Memberships and WWCC information ● Maintains all email addresses and password details for Committee Members ● Provide communication including club communication, upcoming events, reminders, date changes, coaching, training, and fundraising
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- Communicate to Whitehorse Netball Association (WNA) in relation to team changes, club grievances, new appointments, and all correspondence
- In conjunction with the President and Vice-President, provide support with the management and resolution of club grievances
- Prepare agenda and take minutes for committee meetings and AGM
- Lodge registration lists with team's comments to WNA

Communications

- Handle all general club correspondence, responding to any correspondence as required
- Be the Club's point of contact for key stakeholders including the local council (Whitehorse Council), local association (WNA), and peak sports bodies, if applicable

Knowledge Management

- Ensure that all volunteers update their position descriptions and operating manuals, policies, and procedures and provide the secretary with the updated version prior to the AGM
- Co-ordinate induction training for the incoming committee, coaches, and volunteers

End of Year Tenure

Updating key documents

- At the end of the financial year a key activity of the Secretary will be to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be included in the club information register prior to the AGM.

Succession Planning

A key responsibility of the club Secretary is to ensure that at the end of their term, a new Secretary can be easily recruited. An effective succession planning strategy is to appoint at least one but often multiple assistant secretaries who will be delegated tasks and responsibilities of the secretary. The secretary will ensure that when delegating tasks to assistant secretaries that:

- Expectations are clearly defined
- The assistant secretaries have been adequately trained
- The secretary provides continual monitoring and support

Essential Skills and Experience



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| | <ul style="list-style-type: none">● Effective verbal and written communication skills● Strong personal organisational skills● Strong Administrative skills● Able to work independently and as part of a team● Access to a computer, the internet, and basic computer skills● Strong leadership skills● Able to delegate tasks● Passion to grow the club, to make a difference, to give something to the community● Dispute/Conflict resolution skills |
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