South Upwey Netball Club
PO Box 1369
Upwey
VIC 3158

SECRETARY

Summary:
The Secretary is the chief administration officer of the South Upwey Netball Club. This person provides the coordinating link between members, the Committee and Outside agencies.

The Secretary forms part of the Executive Committee along with the President, Vice President and Treasurer. The Executive Committee on occasions have the power to meet to deal with any particular matter or matters upon such terms as the Committee may think fit.

The Netball Committee Secretary is elected by the Upwey South Netball Club members.

Responsible to:
The Secretary is directly responsible to the Netball Committee President, the Club Committee and the members of South Upwey Netball Club.

Responsibilities and Duties:
- Call for and receive nominations for committees and other positions for the club AGM
- May be a signatory on club cheques (with at least one other)
- Attend at least one MDNA Delegate meeting.
- Clear Mailbox regularly. Disseminate mail or reply accordingly.
- Keep records of all inward and outward correspondence and distribute to appropriate Committee Members.
- Liaise with the President and other committee members when required.
- Maintain up to date register of committee members, coaches, players and sponsors' names and addresses.
- Maintain files of legal documents such as constitutions, bylaws, leases, titles and working with children's checks.
- Maintain records of correspondence and other documents relating to the club.
- Disseminate relevant MDNA information to the President, committee members and to all coaches and team managers where appropriate.
- Disseminate emails to all club members when required
- Prepare the agenda for committee meetings in consultation with the President and distribute to all Committee Members.
- Send adequate notice of forthcoming meetings to all Committee Members.
- Gather apologies for forthcoming meetings and monitor quorum requirements
- Keep accurate minutes of committee meetings and then distribute to all Committee Members prior to the next meeting.

Knowledge and Skills Required:
- Effective communication and organisational skills.
- Knowledge of the South Upwey Netball Club Constitution.
- Can maintain confidentiality on relevant matters.

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- Competent computer skills, particularly word, excel and google suite.