

SECRETARY – VOTING POSITION NOMINATION FORM

JOB DESCRIPTION:

- Enhance and Promote the Doncaster and Districts Netball Association
- Manage and support the DDNA Administration Officer.
- Act as the DDNA Public Officer for the lodgement of documents to Consumer Affairs.
- Set meeting agenda in liaison with the President / Vice President
- Distribute meeting Agenda's before every meeting.
- Take minutes at general, special general and committee meetings and distribute to the Committee and/or other attendees.
- Annual revision of job descriptions with President.
- Office duty as required

I, (Mr/Mrs/Miss/Ms)

Hereby apply for the position of Secretary for 2020.

Signature of Applicant: _____ Date: _____

PLEASE COMPLETE THE FOLLOWING DETAILS

ADDRESS: _____

_____ POSTCODE: _____

TELEPHONE: (H) _____ (M) _____

EMAIL: _____

Nominated by 1. _____

2. _____

PLEASE RETURN TO DDNA SECRETARY at secretary@ddna.com.au BEFORE THE 23rd OCTOBER 2019.