



POSITION DESCRIPTION

Doncaster & Districts Netball Association 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			
Netball Victoria	<p>Doncaster & Districts Netball Association is a not for profit, member based organisation which is governed by a volunteer Committee, based in the City of Manningham.</p> <p>The Doncaster & Districts Netball Association Executive Team comprises the President, Vice President, Treasurer & Secretary.</p>		
Commitment to Child Safety	<p>We are committed to providing Children and Young People with positive and nurturing experiences for healthy development and wellbeing. As part of that dedication to health and wellbeing, DDNA is committed to ensuring the safety of all of its members, particularly Children and Young People. As an affiliated Association of Netball Victoria, DDNA supports their Child Protection Commitment Statement as crucial to in providing a safe environment for children in netball, and consists of principles and benchmarks Netball Victoria has in place for its affiliated Associations.</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
- 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