



Secretary

Summary

The Netball Committee Secretary is the chief administration officer of the Mindarie Netball Club. This person provides the coordinating link between the Committee and the Members.

The Secretary forms part of the Executive Committee along with the President, Vice President, Treasurer, Registrar and Umpire and coach convenors/coordinators. 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 Mindarie Netball Club members.

Responsible to

The Secretary is directly responsible to the Netball Committee President, the Club Committee and the members of Mindarie Netball Club.

Responsibilities and Duties

- Secretary prepares the agenda for committee meetings in consultation with the President and distributes to all Committee Members.
- Send adequate notice of forthcoming meetings to all Committee Members.
- Keep accurate minutes of committee meetings and then distribute to all Committee Members prior to the next meeting.
- Keep records of all inward and outward correspondence and distribute to appropriate Committee Members.
- Communicate information between Mindarie Netball Clubs and coaches/club members, such as important dates, events etc.
- Liaise with the President and other committee members when required.
- To attend meetings
- In conjunction with the Treasurer, compile an annual financial report for presentation at the AGM.



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Knowledge and Skills Required

- Can communicate effectively.
- Knowledge of the Wanneroo districts Netball Associations Constitution.
- Can maintain confidentiality on relevant matters.
- Computer literacy.
- To nominate team/s for carnivals when required.
- To send reminders to members in regard to upcoming carnivals and nomination details
- To call Mindarie committee meetings, prepare agendas of a committee meeting in consultation with the President and Committee Members.
- To keep copies of all correspondence and other documents relating to the club.