



POSITION DESCRIPTION

Holy Spirit Parish Netball Club

Position Title:	Minutes Secretary
Reports to:	Executive Committee Direct Reports: N/A
Employment Status:	Volunteer
Time Commitment	Elected annually at the HSNC Annual General Meeting
Holy Spirit Parish Netball Club	<p>Holy Spirit Parish Netball Club (HSNC) is a not for profit, member based organisation which is governed by a volunteer Committee. It is a Club Member of Melbourne East Netball Association (MENA) and is governed by MENA, Netball Victoria and is affiliated with Netball Australia.</p> <p>HSNC exists to create a positive and strong local netball club that encourages players to try their best and have fun. The club is committed to providing an environment where players can learn and develop the skills and rules of netball. Players participate in a sportsperson like manner, in an inclusive, safe and positive environment. HSNC aims to build confidence, skills and foster a positive experience with the club and the game of netball. HSNC expects all players and coaches to respect their team mates, opposition, coaches, umpires and administrators and represent the club with pride and passion.</p> <p>The HSNC Executive consists of the President, Vice President, Secretary and Treasurer, with a Committee that supports a number of functions and roles of the club.</p>
Commitment to Child Safety	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, HSNC is committed to ensuring the safety of all of its players particularly Children and Young People. The Netball Victoria Child Protection Commitment Statement is crucial to HSNC and its Affiliates commitment to providing a safe environment for children in netball and consists of principles and benchmarks NV has in place.

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 HSNC Committee
- Responsible for the drafting and dissemination of the committee meeting agenda and minutes
- Responsible for the drafting and dissemination of the AGM agenda and minutes
- Maintain the Working With Children Register

Key Responsibilities

- Drafts and disseminates the monthly committee meeting minutes
- Files and stores a copy of the committee meeting minutes
- If required create online committee or club meeting invitations
- Compiles an action list from each meeting which is included in following agendas
- Drafts and disseminates the AGM minutes
- Files and stores a copy of the AGM minutes
- Provides a copy of the AGM minutes to the Treasurer to be lodged with Department of Consumer Affairs
- Maintain the Working With Children Check Register and keep up to date with expiry dates
- Assist other committee members in their duties as required
- Uphold Constitution, policies and procedures of the Club

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
- 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 club person

Other Requirements
<ul style="list-style-type: none">• Working with Children Check• Fulfills COVID vaccination requirements as per Government directives