



POSITION DESCRIPTION

Holy Spirit Parish Netball Club

Position Title:	Secretary
Reports to:	Executive Committee
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	<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, 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.</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 HSNC Committee

Key Responsibilities

- Acts as the public officer for the organization
- Act as a signatory to authorize HSNC payments
- 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 for all committee and Annual General Meetings of HSNC
- Collate reports of all activities of HSNC for presentation at the Annual General Meeting
- Disseminate and collect nominations for HSNC Executive and Committee positions
- Provide oversight and guidance on the matters of the Constitution, conduct of meetings and amendments to By-Laws
- Maintain a register of Committee member's names, addresses etc.
- Be responsible for correspondence and issue notices as required and keep records of all inward and outward correspondence
- 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 HSNC
- 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
- Uphold Constitution, By-Laws, rules, 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