

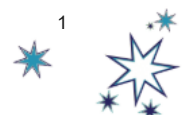


## Position Description

### Secretary

<b>Job Purpose</b>	The role of the Secretary is to provide administrative support to the President and Club Committee.
<b>Job Responsibilities</b>	<p>The primary responsibilities for the role of Secretary are:</p> <ul style="list-style-type: none"> <li>• Prepare the agendas for all meetings of the club committee in consultation with the President.</li> <li>• Send notice and appointments of all club committee meetings to committee members.</li> <li>• Send notice of the AGM/SGM, including any Notices of Motion to alter the club constitution, to all club members.</li> <li>• Call and receive nominations for club committee positions to be considered by members at the AGM.</li> <li>• Record and keep minutes for all ordinary club committee meetings.</li> <li>• Receive, reply to and file correspondence in and out, in consultation with the President.</li> <li>• Maintain and keep a record of the legal documents of the club, including the Constitution, By-Laws and Policies.</li> <li>• Complying with the Club's annual reporting obligations to the Associations Online <a href="https://www.consumerprotection.wa.gov.au/inc-guide-incorporated-associations-western-australia/associationsonline">https://www.consumerprotection.wa.gov.au/inc-guide-incorporated-associations-western-australia/associationsonline</a></li> <li>• Ensuring the Club's contact information with the Associations Online is current and any changes are advised as soon as practicable.</li> <li>• Will undertake the role of the WWC Check Registration Officer and maintain the Club's Working With Children Check Register and responsible for ensuring validated as per Club Policy.</li> <li>• Maintain the Training Register for Committee Members.</li> <li>• Work with the Registrar to maintain the register of club members.</li> <li>• Act as the signatory on the club's bank accounts, cheque accounts, and investment and loan facilities (alongside President or Treasurer).</li> <li>• Act as one of the two club main contacts required by PNA.</li> </ul>
<ul style="list-style-type: none"> <li>• The position is required to undertake: <ul style="list-style-type: none"> <li>• 1. <a href="#">Netball Australia Safeguarding Children and Young People</a> - – 30 minute online learning</li> <li>• 2. <a href="#">First Aid for Sport</a> – a short 15-minute online overview (unless you already hold a first aid training – please send a copy of current certificate)</li> </ul> </li> <li>• This position requires a valid Working With Children Check.</li> <li>• The successful candidate for this role may also be subject to a National Police Criminal History Check prior to appointment.</li> <li>• Required to comply with all <a href="#">Club Policies</a>.</li> </ul>	

JOB HOLDER CAPABILITIES	
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience with the function of volunteer committees</li> <li>• Experience in the use of Microsoft Office software</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Highly organised</li> <li>• Good communication skills, including written and oral.</li> <li>• Ability to keep accurate records.</li> <li>• Strong attention to detail.</li> </ul>



***Tick tick – Boom!***

