



SECRETARY

The Secretary is the chief administration officer of the St Monica's Netball Club. This person provides the co-ordinating link between members, the management committee and outside agencies.

Responsible to:

The Secretary is directly responsible to the President and Committee Members.

Responsibilities and Duties

The Secretary should:

- Prepare the agenda for committee meetings in consultation with the President and send adequate notice of meetings
- Make arrangements including venue, date, times and hospitality for club meetings
- Call for and receive nominations for committees and other positions for the club/group AGM
- Take the minutes of meetings and circulate minutes post each meeting
- Collect, read, reply and file correspondence promptly
- Participate in the grading process and team selection for winter and summer seasons
- Maintain registers of members' names and addresses, life members and sponsors – working with the Score recorder and Website/Social Media committee members in relation to database registration and uploading of official documents to the website.
- Maintain files of legal documents such as constitutions, leases and titles
- Represent your St Monica's at Association meetings; obtain Association sanction for St Monica's events; communicate information between Association and club members, such as event deadlines.
- Act as the conduit between St Monica's netball club, SAUCNA and other association clubs for all forfeit notifications

Estimated Time Commitment Required

The Secretary is appointed for a 2year period, with re-election every even year in accordance with the constitution.