



## Success Netball Association (Inc)

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Position Title	Secretary
Reporting To	SNA Board
Officer Hours	Part Time approximately 5 hours per week throughout the year
Appointment	1 year term remaining of original 2 year term
Location:	Success Sporting Facility, Hammond Road, Success WA 6164

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### **Purpose**

To work with other members of the SNA Board to safeguard the overall running of the Association.

### **Responsibilities and Duties**

- Dealing with the Association's correspondence
- Consulting with the President regarding the business to be conducted at each Board meeting and general meeting
- Preparing the notices required for meetings and for the business to be conducted at meetings
- Unless another member is authorised by the Board to do so, maintaining on behalf of the Association the register of members, and recording in the register any changes in the membership, as required under section 53(1) of the Associations Incorporation Act
- Maintaining on behalf of the Association an up-to-date copy of this Constitution, as required under section 35(1) of the Associations Incorporation Act
- Maintaining on behalf of the Association a record of Board members and other persons authorised to act on behalf of the Association, as required by Rule 77 of our Constitution
- Ensuring the safe custody of the books of the Association, other than the financial records, financial statements, and financial reports, as applicable to the Association
- Maintaining full and accurate minutes of Board meetings and general meetings
- Carrying out any other duty given to the Secretary under this Constitution or by the Board
- Work alongside Association Registrar/Administrator
- Act as the public officer of your Association, liaising with members of the public, affiliated bodies, government agencies and media
- Communicate information between Association and members, such as registration dates, competition information, important dates, events etc



## Essential Qualifications

A person may be a Board member if the person is:

- An individual who has reached 18 years of age
- An Individual Member
- Eligible under the Associations Incorporation Act to be a Board member
- Able to demonstrate to the members knowledge of Netball and its stakeholders and a commitment to the development of Netball

## Essential Experience

- Strong and well developed written and verbal communication skills
- Strong interpersonal skills, including the ability to effectively problem solve and resolve conflict
- Demonstrated ability to work autonomously
- High level computer literacy, including proficiency in the use of Microsoft Office products
- The ability to plan and prioritise work and maximise the use of internal and external resources to achieve outcomes
- Ability to maintain confidentiality
- Play HQ training essential (training will be provided)
- A basic understanding of the Association activities and looking to be a part of the future direction of the Association
- A basic understanding of the Association's Policies/Procedures/Constitution and By-Laws

Appointee signature:

Date:

SNA President signature:

Date: