



SECRETARY

STATUS: EXECUTIVE COMMITTEE MEMBER

QUALIFICATIONS: **Essential**
Good People Skills
Good computer skills
Pleasant telephone manner
Working knowledge of all areas of responsibility

Beneficial
Prior experience as secretary for a Club or Association
Proven organizational skills

DUTIES AS LISTED IN BY LAWS:

"The Secretary of the Association must:

- (i) keep a complete record of the Minutes of all Association Meetings.*
- (ii) keep a list of the names and addresses of all Clubs, their Secretaries and Delegates.*
- (iii) be informed of all correspondence and keep a record of same. Distribute to all club Secretaries a copy of any correspondence from a club if requested to do so by that club.*
- (iv) prepare agendas for all meetings."*

RESPONSIBILITIES RE ABOVE DUTIES:

Send Certificate of Currency to Ku-ring-gai Council at the start of the season.

The Secretary is the main line of communication between the Association and the parent body, Netball NSW, and between the Association and the member clubs, through the Club Secretaries.

Ensure the KNA Application for Membership of NNSW is completed online before the closing date of 1 April each year and organize for Admin Officer to send the

relevant fee to Netball NSW by 1 April each year.

Keep an updated list of current Clubs in the Association with the names and contact details of the secretaries and delegates and distribute it to all relevant stakeholders.

Maintain files for both incoming and outgoing correspondence, prepare correspondence lists for meetings and distribute copies of letters and/or information received from clubs and relevant persons, if this has been requested by the person/club responsible for the letter and/or information.

Bring to the attention of the President and Executive any correspondence deemed to be of special interest to the Association.

Distribute to the relevant Office Bearer or Convenor of a committee any correspondence from Netball NSW or elsewhere relevant to their portfolio in order that they can pass it on to their committee members.

Highlight any correspondence to be brought up at an Executive, Council or any other meeting held during the year.

Forward on any information deemed relevant to the Public Relations Manager and/or Marketing Manager, and forward information re sponsorship or availability of grants to the Executive Member responsible for this area.

Prior to all Club Forums, send a request to club secretaries for any agenda item they may have pertaining to club issues. Prior to all other council meetings send a request to all Office Bearers and employees to submit their report by the due date.

In conjunction with the Minute Secretary send out notification of Council meetings (including times and venues) to Club Secretaries, Club Delegates, Executive, Office Bearers, Life members and other interested parties. Call for nominations for positions vacant when required; ensure there is adequate notice to enable clubs to seek nominations.

In conjunction with the President and Minute Secretary prepare agendas, including reports, for all meetings held throughout the year and ensure agendas have been sent out to the relevant bodies before the meetings.

In conjunction with the President and Minute Secretary ensure that minutes of all meetings (including correspondence lists and reports if relevant) are sent to the Website Administrator to be uploaded onto the KNA Web page after each Executive or Council Meeting. Email the link to the webpage for the minutes to Club Secretaries and all KNA Office Bearers.

Keep in a separate file any correspondence that is deemed confidential.

With respect to the AGM, in conjunction with the President, the Minute Secretary and Executive ensure that all notices of motion, proposed changes to the Constitution or By- Laws, End of Year reports, nominations for elections (including qualifications) for all Officials and wherever possible our financial statements are sent out to the clubs at least 21 days before the said meeting. Book venue for AGM and all KNA Council meetings if required.

After AGM, notify KMC of start and finish dates for following season. Compile list of contact details of all KNA Officials, and update throughout the year. Distribute this list to relevant bodies.

With respect to any Special meeting the same conditions listed above apply.

At the end of the winter season, collect Game Day check lists for all game days at Canoon Rd and Lofberg Rd. Collect Game Day check lists after end of Spring Night comp. Store for 7 years in KNA complex for insurance purposes.

OTHER RESPONSIBILITIES:

Handle pre-season enquiries from people wanting to join the Association and direct them to the local club. After the season has started, refer them to Association Registrar or Website Administrator to place notice on website.

Keep a complete set of keys to all venues used by KNA facilities and open to let people in as required. Keep a record of holders of keys to all KNA facilities with access codes for security system. Notify the Administration Manager to organize service on photocopier when required

When required, be available to sign cheques on behalf of the Association.

Before each SGM or AGM, check that there is going to be a quorum of Executive Members and Office Bearers intending to be at the meeting.

Any other duties that may be required or requested by the President during the year.