

## SECRETARY

<b>Position type:</b>	Voluntary
<b>Reports to:</b>	Mountain Creek Netball Club Committee

### GENERAL DESCRIPTION & ROLES AND RESPONSIBILITIES

#### Requirements

- Resides in the state where the Associations Incorporation Act applies
- Familiarity with Secretary's Incorporation requirements and responsibilities

#### Duties of an Executive

- Manage the affairs and business of the Mountain Creek Netball Club
- Act at all times within the bounds of the Constitution
- Confer on business arising from Management meetings, Special General Meetings, General meetings, QNA Regional Meetings and QNA meetings
- Deal with any other urgent business which might occur at the meetings
- Distribute a Duty Statement to all Committee Members
- Appoint sub-committees when necessary
- The Executive may form a Management Committee. This Management Committee is set for conducting competitions and does not attend the Executive meetings unless required to do so
- Appoint "Appointed Officers" as necessary
- Establish and maintain relationship with Community Partners/sponsors

#### Regular Duties

- Attend all meetings of the Mountain Creek Netball Club and carry out all directions given at such meetings
- Attend to the clerical work of the Mountain Creek Netball Club, assisted by such persons, as the Executive Committee shall appoint
- Issue all notices of meetings in accordance with the Constitution and By-Laws, accompanied by an agenda or as directed by the Executive
- Keep the books containing the Minutes or records of proceedings of all meetings of the Mountain Creek Netball Club and of its Committees/Sub-Committees and produce them as requested
- Keep a written record of all Constitution and By-Laws of the Mountain Creek Netball Club and alterations thereto, including the date of such alterations
- Carry out all such other duties as may be required under the Constitution or By-laws, or as directed by the Executive Committee

### ADDITIONAL INFORMATION

#### **Qualifications and Education Requirements (if any)**

Hold a current blue card or be able to obtain one within a reasonable time of accepting the position

#### **Preferred Skills**

- Strengths in organisation and record keeping
- Strengths in written and oral communication
- Ability to function in a team environment with evenly distributed responsibilities
- Ability to create/source and implement organisation's administration and management requirements

- IT competency – familiar with basic operating systems, Microsoft Office, internet and email
- Where necessary, has appropriate training, accreditation or qualifications to ensure their responsibilities are carried out within the organisation
- To acknowledge the requirement for separation of personal interest and association matters, and act in the best interest of the association at all times whilst in the assigned role