



Mountain Creek Netball Club

Secretary	
Position Type:	Voluntary
Reports To:	MCNC Executive Committee
Position Length:	1 Year (From AGM to AGM – approx. September to September).
Availability:	Sign-on, grading days, Saturdays, and some evenings.
Certifications Needed:	Current Blue Card (working with children check).

General Description / Responsibilities	
Job Purpose:	The role of the Secretary is to perform all administrative tasks of behalf of the club. The Secretary is primarily responsible for forming agendas, taking meeting minutes, replying to any community correspondence, and maintaining club documents and records.
Job Responsibilities:	<p>The responsibilities of the club Secretary are:</p> <ul style="list-style-type: none"> • Stay informed about all club activities and operations. • Understand club rules, processes, and the roles of all committee members. • Support the President in ensuring the club has a clear purpose, vision, and values to guide its culture and decisions. • Support the President in distributing committee responsibilities at the season’s commencement and aid in answering any questions regarding roles and responsibilities. • Maintain and update the club’s Constitution, ensuring all members have viewing access on a shared file. • Ensure all objectives, strategies and implementation plans are well documented and accessible to committee members. • Help manage complaints and disputes fairly, following club policies and procedures
Specific Roles:	<ul style="list-style-type: none"> • Issue notice of all meetings, collect agenda items for each meeting, take meeting minutes, and distribute all minutes to the committee. • Communicate with any external businesses/schools to make any bookings for club events and processes. • Set and share all key dates for the season (e.g. sign-on, grading, training start, team release, break-up). • Work with the Executive Committee to plan and run team grading and formations. • Aid the Vice President in the distribution of finalised teams and team contacts for coaches/managers. • Organise the start of season coaches/managers event. • Collate and maintain a register of all Blue Cards from the committee, coaches, managers, and non-junior umpires. • Organise a photographer for club photos with the committee and prepare a roster of committee members to share the manning of the photo process on the designated day.

	<ul style="list-style-type: none"> • Organise end of year gifts for umpires, grade 12's and 10-year players. • Organise the end of year event for coaches, managers and committee. • Be available and responsive via email throughout the season. • Be available for all club events including sign-on day, grading days, all Saturdays, and Club Break Up. • Be available all day on BBQ day and photo day to assist committee.
Secretary Capabilities:	<p>The individual taking on Secretary will require:</p> <ul style="list-style-type: none"> • Strong communication and interpersonal skills, including public speaking. • Ability to function in a team environment with evenly distributed responsibilities. • Superior time management and organisational skills and ability to meet deadlines. • Reliable and able to maintain confidential membership information. • Well-developed decision-making skills and be receptive to change. • Understand how to separate personal interest and association matters so to always act in the best interest of the organisation. • Dedication and a good role model to the community and committee.