

Position: Secretary Organisation: United Starz Netball Club

Position Summary:

The Secretary of United Starz Netball Club is a vital role within the organization responsible for maintaining accurate records, facilitating communication, and supporting the smooth operation of the club. This role involves administrative tasks, organization, and active participation in club meetings and decision-making processes. The Secretary is a key figure in ensuring that club activities run efficiently and in accordance with established procedures.

Key Responsibilities:

1. Record Keeping:

- Maintain and update club records, including minutes of meetings, membership lists, and other important documents.
- Ensure the safekeeping and easy retrieval of club records.

2. Meeting Support:

- Assist in the planning and coordination of club meetings, including AGMs, committee meetings, and general club gatherings.
- Prepare and distribute meeting agendas and supporting documents.
- Record accurate minutes of meetings, summarizing discussions, decisions, and action items.

3. Communication:

- Act as a liaison between club members, committee members, and external stakeholders.
- Ensure timely and effective communication within the club, including distributing information, announcements, and relevant updates.

4. Document Management:

- Maintain an organized and up-to-date digital and physical filing system for club-related documents.
- Archive and store historical club records for future reference.

5. Compliance:

- Ensure that club activities adhere to legal and regulatory requirements.
- Assist with the completion of necessary paperwork, such as permits, insurance, and registrations.

6. Supporting the Committee:

- Collaborate with other committee members to assist in various club activities and events.
- Provide administrative support to other committee members as needed.

Qualifications:

- Strong organizational and administrative skills.
- Excellent communication and interpersonal skills.
- Attention to detail and accuracy in record-keeping.
- Proficiency in using computer software for document management and communication.
- Ability to maintain confidentiality of sensitive information.
- Familiarity with the United Starz Netball Club and its mission.

Time Commitment:

The Secretary position is expected to require a commitment of approximately [X] hours per week, which may vary depending on club activities and meetings. This is a volunteer position, and the term is typically 1 years, as determined by the club's constitution.

How to Apply:

Interested individuals should go to our social media pages and select the Forms link.

All nominees should attend USNC AGM to be voted in by the current committee.

The Secretary of United Starz Netball Club plays a pivotal role in ensuring the smooth functioning of the club and maintaining accurate records. This is a fantastic opportunity to contribute to the success of the club and be an integral part of its administrative team.