

RAIDERS NETBALL COMMITTEE POSITION DESCRIPTIONS



SECRETARY

Ensure the professional management of the club documentation, correspondence, meeting minutes and register of members.

Responsibilities and duties

- In conjunction with the President and management committee, prioritise the club's goals (consistent with the views of members and the needs of the club) and lead the committee to achieve those goals
- Prepare and update Raiders Calendar of events for each year (November previous year)
- Prepare and send out an agenda prior to each committee meeting and AGM
- Attend and prepare meeting minutes for all committee meetings and AGM, and promptly attend to agreed actions arising from committee meetings
- Send out minutes and action points from each meeting
- Maintain an up-to-date Blue Card register for all volunteers. Follow up expiries
- Ensure Criminal Check for all Executives are current
- Prepare and submit RNA Affiliation pack each year
- In conjunction with the Coaching Coordinator, maintain key register (for shed & clubhouse)
- Obtain Insurance COC early in each year from Netball Qld Website (January)
- Assist in preparation of Welcome pack
- Have a good working knowledge of the club's constitution, rules, policies and procedures, and the duties of all office holders and subcommittees (to be provided on acceptance of position)
- Attend and assist at all club events and activities, where possible
- Represent the club in a professional, positive and appropriate manner
- Perform other related activities as determined, in consultation with the management committee

Annual Generalised Meeting (AGM) Duties *(held in March each year, at the Raiders Meet and Greet)*

- Seek expressions of interest and nominations for following year's management committee positions
- Notice of AGM to be given not less than 28 days before AGM (place and date to be included)
- Prepare an agenda for the AGM, listing candidates for positions, and distribute to members at least 10 days before the AGM
- Conduct the AGM and voting process for new committee members

NOTE: The Secretary role is an Executive position (Office Bearer)

