



Committee Roles

Title	Secretary
Position Summary	To support the administrative operations of the Essendon Netball Club
Key duties and responsibilities	<p>Be the custodian of Club business records including the Constitution, Certificate of Incorporation, member register, WWC checks, contact details for Team Managers and Committee members etc.</p> <p>Be a liaison between the Essendon Netball Club, governing bodies, stakeholders, Committee members and members</p> <p>In consultation with the President, set the Agenda for committee meetings and distribute to all committee members in a timely manner</p> <p>Take accurate Minutes of each committee meeting, prepare an Action Register arising from the meeting/minutes, and circulate to all committee members</p> <p>Liaise with Windy Hill Venue regarding monthly committee meetings – book room for meetings</p> <p>Determine whether monthly committee meetings will be held face to face or online. If the latter, ensure an online meeting is arranged (Zoom, Google Meet or Microsoft Teams) and send link to all members - monitor respondents</p> <p>Maintain accurate records of all meetings – hard and soft copy</p> <p>Respond to general emails received or filter to the appropriate Committee member</p> <p>Regularly check Club Post Office Box – distribute mail as necessary/appropriate</p> <p>Prepare for the Annual General Meeting (AGM) in accordance with the requirements as outlined in the Constitution</p> <p>Monitor compliance of the Committee with the law, the Club’s Constitution/By-Laws and policies</p> <p>Be the Club’s point of contact and communication for any formal dispute or grievance</p> <p>Support all Committee members in the discharge of their portfolios, so that the Club can function effectively and efficiently</p> <p>Attend all functions, including the Annual Presentation Night</p> <p>Attend the Annual General Meeting (AGM)</p> <p>Manage info@essendonnetballclub.com.au email address</p>