



ROLE DESCRIPTION

Position Title:	SECRETARY
Reports to:	INC Executive Committee
Employment Status:	Volunteer
Ivanhoe Netball Club (INC)	Ivanhoe Netball Club (INC) is a not for profit, community sports club committed to providing a great netball experience for all including players, parents, coaches, committee members and supporters. It is overseen by a volunteer committee consisting of executive and general members.
Commitment to Child Safety	<p>INC is committed to providing a safe environment for children across netball. We embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation.</p> <p>INC is committed to promoting and protecting the rights of children and preventing abuse from occurring by fostering a culture where children feel safe and empowered. We also seek to ensure the cultural safety of First Nations children, children from culturally and/or linguistically diverse backgrounds and children with a disability.</p> <p>Every person in the netball community has a responsibility to understand their role in ensuring the safety and wellbeing of all children and young people in our care.</p> <p>INC supports and is committed to upholding the Netball Victoria Child Safeguarding policies and approaches. Important information can be found on the INC website at: https://www.ivanhoenetballclub.org.au/ and also on the Netball Victoria Child Safeguarding Resource Hub at: https://vic.netball.com.au/child-safeguarding-resource-hub</p> <p>We require all appointed adult volunteers working with children to undergo background checks and screening.</p>

Primary Purpose of Position

- Ensure that appropriate administrative support is provided to the President and the committee.
- Manage business considered by the Club committee.

Key Responsibilities

- Acts as the public officer for the Club.
- Establish a meeting schedule for the committee for the year.
- Prepare the agenda and minutes of all committee meetings, distribute and file.
- Provide oversight and guidance to the Club on the matters of conduct of meetings.
- Be responsible for correspondence and maintain records of all correspondence.
- Manage email of the committee including forwarding to relevant committee member(s) as required.
- Maintain electronic files of documents including the meeting agendas and minutes, communications, INC constitution, policies and procedures, resources, and role descriptions.
- Disseminate by email, website, notice and or newsletter, any information within and from externally of the Club, pertinent to all members.
- May also be the nominated person to receive and file relevant Working with Children Check documentation.
- Uphold constitution, rules, policies and procedures of the Club.

Knowledge, Skills & Abilities

- Good communication skills and can work effectively with others, including taking and giving direction.
- Excellent organisation skills.
- Ability to liaise with external parties.
- Computer literate with good report-writing skills.
- Strength and clarity of purpose.
- A good understanding in the Club constitution, rules and the roles and duties of committee members.
- Can maintain confidentiality on relevant matters.
- Dedicated Club person.

Other Requirements

- Has a satisfactory Working with Children Check (WWCC), which may be applied for at: <https://www.workingwithchildren.vic.gov.au/>. Please provide evidence of a current WWCC to the INC Secretary by email to info@ivanhoenetballclub.org.au
- Ensure familiarization with INC policies and approaches as outlined in the INC Handbook and on the INC website, at <https://www.ivanhoenetballclub.org.au/>. The following are highlighted as being particularly relevant:
 - Child Safety in Netball Code of Conduct, available at: [NV Child Safety in Netball Code of Conduct](#)
 - Child Safeguarding – A Guide for Communicating with Young People, available at: [NV Guide to Communicating with Young People](#)