



JOB TITLE:	ASSISTANT SECRETARY	JOB CATEGORY:	VOLUNTEER
REPORTS TO:	Secretary		
POSITION TERM:	1 Year		
TIME COMMITMENT:	4-5 hours a month		
APPLICATION TYPE:	Nominate to AGM for vote		

JOB DESCRIPTION:

Provides administrative support to the Club Secretary, assisting in minute taking and accuracy of record keeping.

OBJECTIVE

- Ensure that appropriate administrative support is provided to the Secretary, and wider Executive committee.
- Provide support to the Executive and Committee members to ensure the efficient operation of the Club

RESPONSIBILITIES

- With guidance from Exec, establish a meeting schedule for the Executive and sub-Committees for the year,
- Prepare, and share meeting agendas, in consultation with the President and Secretary, and including the collating of reports from office bearers (Treasurer, Umpire Coordinator, Coaching Coordinator etc) for inclusion in meeting pack, distributing prior to meetings.
- Prepare, communicate and retain minutes and actions of all committee and general meetings for official club records.
- Help maintain up-to-date copies of the Constitution, Policies, and Procedures of the Club.
- Support the maintenance of complete records of all club activities
- Work with Team Photo supplier to schedule in times for photos to be taken, reviewing names and providing coaches for distribution at presentation days
- Maintain Blue Card portal and ensure adherence to any Blue Card requirements by QLD government.

KNOWLEDGE/SKILLS

- Strong communication and active listening abilities
- Proficient in accurate note-taking and record-keeping, using Microsoft Office tools
- Maintains confidentiality on sensitive matters

PERSONAL ATTRIBUTES

- Strength and clarity of purpose
- Dedicated Club person

OTHER

- Must have a Working with Children Card (Blue Card) if over 18, or an eligible Exemption card.

NOTES:	For further information regarding this position please contact netball@springfieldlakesnetballclub.com		
REVIEWED BY:	Belinda Lynch	DATE:	08/11/2025.
APPROVED BY:	Amy Culley	DATE:	08/11/2025
LAST UPDATED BY:	Amy Culley	DATE:	07/11/2025.