



<b>JOB TITLE:</b>	<b>SECRETARY</b>	<b>JOB CATEGORY:</b>	<b>VOLUNTEER</b>
<b>REPORTS TO:</b>	<b>Executive and General Committee members</b>		
<b>POSITION TERM:</b>	<b>1 Year</b>		
<b>TIME COMMITMENT:</b>	5 hours a week		
<b>APPLICATION TYPE:</b>	<b>Nominate to AGM for vote</b>		

#### **JOB DESCRIPTION:**

Provides administrative support to the Club, manages records and correspondence, prepares meeting agendas and minutes, oversees the Club website, and ensures effective communication with members.

#### **OBJECTIVE**

- Ensure that appropriate administrative support is provided to the President and the General Committee and sub committees
- Manage business considered by the Club Committee
- Provide support to the Executive and Committee members to ensure the efficient operation of the Club

#### **RESPONSIBILITIES**

- Work with the Assistant Secretary to coordinate meeting schedules, prepare agendas, and gather reports for the Executive, General Committee, and sub-committees.
- Support the Assistant Secretary in preparing and distributing accurate minutes and action items and help ensure records are maintained for the Club.
- Work with coaching co-ordinator to submit all Game Day approvals for Age requests and similar requests to WDNA, ensuring they are done in a timely manner prior to game day and keep coaching co-ordinator and Executive updated of outcomes.
- Maintain a complete copy of the Constitution, Policies and Procedures of the Club and ensure timely review of all documents each season
- Manage all tasks associated with the Annual General Meeting as determined by constitution. Prepare comprehensive reports relevant activities of the Club for presentation to the committee at the Annual General Meeting
- Manage SLNC main email accounts, ensure any emails requiring action or escalation are communicated to the right person, disseminate any information from within and externally of the Club pertinent to all members and file correspondence in the season folders within the inbox.
- Keep updated record of all contact details for current season members (working with Registrar)
- Maintain Club administration records - correspondence, filing of financial records, competition details etc.
- Assist other committee members in their duties as required
- Seek approval prior to committing the Club to any financial expenditure or action
- Manage the club's website, ensuring content is accurate and up to date, working in conjunction with the Communications co-ordinator
- Creation and management of MS Forms created throughout the year. Filing and communicating responses with applicable committee members
- Manage administrative access (passwords and user permissions) for all applications, including club email and social media accounts.
- Ensure the security of information stored or shared via the website, protecting member data and complying with privacy policies.

#### **KNOWLEDGE/SKILLS**

- Effective communicator, utilizing electronic communication methods to gather information and provide clear, timely reports.
- High level proficiency with Microsoft Office Suite
- Ability to organise and delegate tasks
- Able to maintain confidentiality on relevant matters



Springfield Lakes Netball Club



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#### PERSONAL ATTRIBUTES

- Strength and clarity of purpose
- Ability to lead by example
- Ability to engage, encourage and lift the level of service
- 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  
[nebtall@springfieldlakesnetballclub.com](mailto:nebtall@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