

SECRETARY DUTIES

The Secretary for Allambie Netball club will be an executive committee position. This position works in association with the advice from the President and Vice Presidents. They will be a financial, associate or life member Allambie Netball Club inc

- To manage the Allambie netball email account and website
- To be the nominated contact with MWNA Inc. and Allambie netball club Inc.
- To keep a record in minute book and soft file of all proceedings of each meeting.
- To keep a list of life members, together with register of members.
- To keep an annual record of ANC team results
- Act as delegate or delegate to another member to MWNA Inc meetings.
- Liaise with website administrator on all matters pertaining to ANC.
- To distribute all correspondence and issue notices to committee members
- Prepare weekly fixtures summary of ANC teams to distribute
- To collect information of interest and importance and forward to the necessary committee members & ANC executive committee.
- Submit MWNA nominations for state age representative, 11 year talent squad, committee positions and awards as required in consultation with ANC executive and grading committee.
- To prepare Allambie netball club Inc forms.
- To present a report to each meeting.
- To prepare a report for presentation at the AGM.
- To conduct such other business as directed by meetings.
- To forward a copy of minutes as directed by meetings.
- To forward a copy of minutes of all meetings to the president.
- To forward AGM notices and presentation meeting to life members.
- To notify members of meetings via necessary mediums
- To act as liaison officer for insurances purposes with MWNA Inc.
- To act as ANC contact for training court lighting issues
- To act as ANC contact for forfeit advice
- To liaise with the President on all matters arising with their duties or as directed between meetings.
- Assist in presentation day coordination
- Be supportive of other committee members and help with social and general running of the club.