



# SECRETARY

## DUTIES & RESPONSIBILITIES

- Prepare & submit the Netball NSW Online Affiliation Forms annually by the due date.
- Act as the Public Officer for the Association.
- Review all the member registrations & accreditations on the All Australia electronic platform (currently PlayHQ).
- Be responsible for correspondence & issue notices as required.
- Prepare a report for the AGM.
- Circulate all nominations for Life Membership & accompanying qualifications to affiliated clubs.
- Be responsible for the presentation of the Executive report to Council.
- Co-ordinate the advertisement of upcoming netball carnivals.
- Circulate the Annual Calendar & post on website.
- Prepare & circulate agendas for meetings 48hrs prior to meeting.
- Prepare & circulate Notice of AGM as per the constitution.
- Prepare & circulate all nominations & qualifications along with all reports for the AGM.
- Review & circulate minutes of meetings to affiliated clubs, Executive Committee & Life Members.
- Review all Working With Children's Checks to make sure WWC is current and valid.
- Be a signatory on all Association accounts.
- Ensures all correspondence to players and community is sent to the Executive Committee prior.
- Reports directly to the President.
- If the Publicity Officer position is vacant - carry out advertisement duties.
- Liaise with Publicity officer regarding advertisements.
- Arrange player insurance information.
- Liaise with the President and represent CHNA as Hearing Officer as required.
- Consult with the Executive Committee any decision or change that impacts the Association, players or community.

## VERSION CONTROL

DATE	VERSION	NOTES	UPDATED BY
07.02.2022	V2.0	Revised at Council 06.12.21 ratified by Council 07.02.2022	Secretary Susanne Webb
30.01.2023	V3.0	Ratified at Council 30.01.2023	Secretary Susanne Webb
20.08.2023	V3.1	Formatting and logo changes only	Secretary Susanne Webb