



# Kent Netball Management Committee Role Profile

## MEMBERSHIP SECRETARY

### Introduction

The following role description is not intended to be comprehensive, nor is it an expectation that potential volunteers will possess all the skills/personal qualities listed.

The role of Kent Netball Membership Secretary is held by the elected official for two years.

This role description should be read in conjunction with the Kent Netball Management Committee - Roles, Skills and Personal Qualities document which outlines the requirements of all KNMC officers.

### The Membership Secretary's role is to:

- report to the Chairperson;
- provide the link between EN and the Members;
- manage the membership of KN and Life Members as required;
- supply statistical data of membership as required; and
- prepare a report of the year's activities for the AGM.

### Skills/Personal Qualities of the Membership Secretary:

The Membership Secretary will be required to have good communication and interpersonal skills. This role will suit someone who is methodical and has an eye for detail. They will need to be a strong networker with some knowledge of KN's key networks and be prepared to speak clearly and succinctly as the public face of KN if required.

The Membership Secretary will ideally have some knowledge of the EN membership system (ENgage).