



Kent Netball Management Committee Role Profile

REGISTERED MEMBER LEAGUES SECRETARY

Introduction

The following role profile is not intended to be comprehensive, nor is it an expectation that potential volunteers will possess all the skills/personal qualities listed. However, as a Chair of a Kent Netball Subcommittee, the Registered Member Leagues Secretary will require some leadership potential.

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

This role profile 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 Registered Member Leagues Secretary's role is to:

- report to the Chairperson;
- act as a communication link between Registered Member Leagues and the KNMC;
- be responsible for the member engagement strategy;
- encourage Members of the Registered Member Leagues to take an active part in KN affairs and events;
- guide, co-ordinate and chair the Registered Member Leagues' Subcommittee;
- prepare a report of the year's activities for the AGM; and
- champion the Unsung Hero Award.

Skills/Personal Qualities of the Registered Member Leagues Secretary:

Chairs of the Subcommittees are required to have good communication, interpersonal and leadership skills. This role will suit someone with initiative and drive who is able to work in partnership with others, is good at teambuilding and has the ability to delegate.

An aspiring Chair of a Subcommittee will need to be willing to chair meetings and ensure that decisions are taken and followed-up. 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.