



Kent Netball Management Committee Role Profile

SCHOOLS SECRETARY

Introduction

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

The role of Kent Netball Schools 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 Schools Secretary 's role is to:

- report to the Chairperson;
- be responsible for the organisation of KN's schools' tournaments/events;
- act as a communication link between KN Member Schools and the KNMC;
- link with England Netball and the Region to deliver the National Schools competition;
- guide, coordinate, and chair meetings of the Schools Subcommittee;
- prepare a report of the year's activities for the AGM; and
- champion the Netball Teacher Award.

Skills/Personal Qualities of the Schools 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.

The Schools Secretary will need to possess excellent organisational skills and ideally have knowledge or experience of running netball tournaments.