



Kent Netball Management Committee Role Profile

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 an Honorary Officer, the Secretary will have sound knowledge of a management committee.

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

- report to the Chairperson;
- manage the administration of the work of KN as directed by the KNMC and Subcommittees;
- book the venue and prepare the Agendas/Minutes of KNMC meetings and circulate these to KNMC Members. Ensure the Minutes are confirmed as a true recording for each KNMC meeting held and stored appropriately. Ensure that the confidentiality clause is upheld;
- prepare the Agenda of the General Meetings and arrange distribution to those entitled to attend along with others as necessary. Prepare the Annual Reports and Minutes and make available at the AGM. Store the AGM minutes appropriately;
- hold and maintain the Conflict of Interest Register for the KNMC, and others as necessary;
- be the primary point of contact for KN;
- attend meetings of the Finance and Honorary Officers' Subcommittees;
- prepare a report of the year's activities for the AGM; and
- champion the Administrator Award.

Skills/Personal Qualities of the Secretary:

Honorary Officers 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 and has sound knowledge of netball governance along with understanding of the roles/responsibilities of the KNMC.

An aspiring Honorary Officer 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 knowledge of KN's key networks and be prepared to speak clearly and succinctly as the public face of KN.

The Secretary will ideally be able to take accurate notes of meetings and be well-organised with honesty and discretion.