



# Kent Netball Management Committee Role Profile

## DISCIPLINARY 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.

The role of Disciplinary Secretary is appointed by the KNMC and held by the appointed 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 Disciplinary Secretary's role is to:

- report to the Chairperson;
- manage disciplinary issues on behalf of Kent Netball;
- acknowledge Complaints and handle all administration matters concerning the operation of the Disciplinary Regulations for Kent Netball;
- ensure their training is up to date;
- may cover more than one county when requested; and
- may provide procedural advice to Panels and parties in any Disciplinary Case.

### Skills/Personal Qualities required of the Disciplinary Secretary:

Excellent communication and interpersonal skills and the ability to remain calm under pressure. They will ideally have knowledge of the EN Disciplinary Regulations.