



## SECRETARY

**Objective:** To support the club and committee members on an administrative level ensuring all processes and procedures are adhered to

**Terms:** Volunteer, for a minimum of 12 months

**Time Commitment:** Approximately 4 hours per month (on average)

**Responsibilities include, but not limited to:**

- Scheduling, organising, administering and promoting of club's meetings and AGM - including preparing the agenda, minute taking and distribution of minutes.
- Maintaining a list of committee members and their contact details.
- Lodging the signed financial statements with Consumer Affairs Victoria and ensuring the required lodgement fee is paid.
- Liaising with committee members, as needed.
- Assisting other committee members, where needed

**Requirements / Skill Set:**

- Current Working with Children Check (no fee payable)
- Netball Victoria membership (reimbursed by Club)
- Previous similar experience helpful but not necessary
- Ability to attend committee meetings (usually held every 6 weeks)
- Organised, with good computer and communication skills

**Key Relationships**

- Lakeside Committee members