



Department of  
Sport and Recreation



## POSITION DESCRIPTION – Association Secretary or Administrator

|                             |  |
|-----------------------------|--|
| <b>Organisation:</b>        | Mandurah Netball Association   |
| <b>Job Title:</b>           | Secretary for <i>Mandurah Netball Association</i>  |
| <b>Position Type:</b>       | Paid   |
| <b>Reports to:</b>          | Board of <i>Mandurah Netball Association</i><br>President of <i>Mandurah Netball Association</i> |
| <b>Currently filled by:</b> |  |
| <b>Commencement date:</b>   |  |
| <b>End date:</b>            |  |
| <b>Time Commitment:</b>     |  |

### POSITION REQUIREMENTS

#### Purpose

The Secretary provides the coordinating link between members, the board and outside agencies

#### Knowledge/Skills

- Can communicate effectively
- Administrative skills
- Organisational skills
- Can delegate tasks
- Can maintain confidentiality on relevant matters
- Ability to use MyNetball
- IT competency – familiar with basic operating systems, Microsoft Office, internet and email and MyNetball



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## RESPONSIBILITIES AND DUTIES

- Cover all aspects of office work and general administration
- Prepare affiliation details
- Respond to enquiries quickly and effectively
- Attend meetings and take minutes as required
- Liaise with all members, Netball WA, the Regional Committee and other Associations
- Prepare calendar for the season
- Help with running competition/fixtures as required
- Banking duties as required
- Assist in producing submissions for government and other entities for grants and sponsorship
- Prepare annual report for AGM
- Attend professional development or training courses/ conferences as required
- Make recommendations to the finance committee regarding staff and budget

## ADDITIONAL INFORMATION

### Required Criminal Record Checks:

- Working with Children Check
- *(if usual duties involve, or are likely to involve, contact with a child (under 18))*

If exempt from Working with Children Check, request:

- National Police Certificate *(if paid)*



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**Further Recommended Checks:**

- Conduct Interview, including proof of identify check
- Conduct Reference Check
- Attain signature on Netball WA's Member Protection Declaration

**The opportunity to:**

- Work as part of team dedicated to the growth and development of *Mandurah Netball Association*
- Meet and network with other volunteers and industry professionals
- Have input into the goals and objectives of *Mandurah Netball Association*
- Use one's skills in a positive and engaging way and develop new skills

**Reimbursement** of Out-of-Pocket Expenses

(subject to advance authorization and presentation of receipts)

For further information regarding this position please contact

*Mandurah Netball Association*

Email : [mna@bigpond.net.au](mailto:mna@bigpond.net.au)

Phone : 089581 5054

*Please note the Office is only attended Monday and Friday from 10am-2pm*