



Without the time, energy and commitment of volunteers, grassroots netball simply would not happen.

REGIONAL SECRETARY - ROLE SUMMARY

PROVIDING ADMINISTRATION SUPPORT TO THE REGIONAL MANAGEMENT BOARD (RMB)

Key Tasks:

- Work with the Regional Coordinator to provide administration support to the RMB including taking and distributing minutes when required.
- Support the Regional Coordinator in the organisation of meetings.
- Attend RMB meetings and support the RMB and Technical Support Groups (TSGs) to grow the game in the Region.
- Manage conflicts of interest on the board, by ensuring conflicts are understood and declared.
- Maintain the conflicts of interest register.
- Voting member on the RMB.
- Provide support and guidance to the Region's TSGs and members where appropriate.
- Attend Regional events as and when necessary.

Desirable knowledge & skills:

- Strong organisation skills.
- Good communication skills, both written and verbal.
- Discretion when handling matters of sensitivity.
- Confidence with IT and experience working with Microsoft Office Word, Excel, and PowerPoint.
- Accuracy and good attention to detail.
- Minute taking experience.
- Take an interest in and respect the viewpoints of others.

