



GRIMSBY AND DISTRICT SENIOR NETBALL LEAGUE - GDSNL ROLE CHARTER SECRETARY

The Secretary has an operational role to play in representing the GDSNL Committee. This role will require approximately 3-4 hours per week.

Role Details include but not limited to: -

Ensuring meetings are effectively organised and minuted

- Liaising with the Chair to plan meetings
- Attend league and external meetings
- Receiving agenda items from committee members
- Circulating agendas and reports
- Taking and circulating approved minutes
- Checking that agreed actions are carried out.

Maintaining effective records and administration

- Keeping up-to-date contact details of committee members, team secretaries.
- Filing minutes and reports
- Compiling lists of names and addresses that are useful to the league, including those of appropriate officials or officers of voluntary leagues.
- Keeping a record of the leagues 'activities
- Keeping a diary of future activities
- Send records of EN Sessions to Netball Development Officer

Communication and correspondence

- Responding to all committee correspondence
- filing all committee correspondence received and copies of replies sent
- distribute and keep a record of any of the league's publications (e.g. leaflets or newsletters)
- Preparing a report of the league's activities for the year, for the Annual General Meeting.
- Organise/book/cancel match facilities if called upon to.
- Assist and support all committee roles with regards to administration
- To be a point of contact for new players wanting to join the league or new teams and disseminate information
- To inform Team Secretaries if matches are cancelled.
- Collect votes for nomination forms for presentation evening

Qualities and Skills Required

- To be well organised with good communication skills
- be methodical, with a good eye for detail;
- be well organised, with an orderly mind;
- deal promptly with correspondence;
- be able to take accurate notes of meetings;
- make sure members receive all the necessary material;
- bring the necessary material to the meeting;
- work well with the Chairperson;
- ensure quorum is met for meetings; and
- have knowledge or experience of committee procedures.
- Approachable and of good character

- Ability to use email, spreadsheets, databases, social media

Code of Conduct

- Display high standards in my language, manner, punctuality, preparation and presentation to ensure that all time spent with me by participants or colleagues is a positive experience
- Develop an appropriate working relationship with committee members, based on mutual trust and respect.
- Exercise reasonable care and skill when carrying out my duties, including but not limited to keeping up to date with the latest practices and developments by taking up further education and other personal and professional development opportunities
- Be consistent, independent and demonstrate complete impartiality through exercising reasonable care and skill to enforce the rules of the game by applying them fairly and to effect control of the game
- As a committee member, seek to inspire and motivate in accordance with an individual's abilities to enable them to play to the best of their ability and realise their potential
- Display consistently high standards of behaviour and appearance appropriate to the Grimsby & District Senior Netball League.
- Never exert undue influence over players to obtain personal or committee benefit or reward (e.g. promotion of your own club over another or to take financial reward)
- Never condone rule violations, rough play or the use of prohibited substances.
- Encourage participants to self-reflect in order to add value to their performances and not just look at results.
- Encourage and guide participants and parents to accept responsibility for their own performance and behaviour.
- Be mentally and physically fit to carry out my role within netball
- Ensure that the training and/or competition environment is safe and appropriate for the age, physical and emotional maturity, experience and ability of the athletes
- Ensure that I follow instructions and comply with all health and safety regulations that apply to the role I am undertaking.