



# HOPE VALLEY NETBALL CLUB

0420 203 293

Leeds Avenue, Hope Valley SA 5090

## SECRETARY

The role of the Club Secretary to ensure all appropriate paperwork is lodged and managed on behalf of the club and act as the point of contact with SADNA and Netball SA. Core duties are as follows:

- Lodge team nominations with SADNA twice a year
- Send team lists to players and coaches at the start of the season (straight after presentations)
  - Including preparing final lists in conjunction with grading committee
- Coordinate and/or lodge mid season registrations (late registrations by first game of the season)
- Communication with SADNA on behalf of the club, including notifying of forfeits to impacted parties
- Prepare spreadsheet of trophy winners each season and liaise with events coordinator to order trophies
- Prepare spreadsheet of games played by each player in order to award milestone game medals, liaise with events coordinator to order milestone medals
- Prepare agenda for committee meetings
- Take and distribute action items and key decisions from committee meetings
- Attend Management Committee meetings (2-3 a year)
- Organise AGM, including notifying members

The secretary is a member of the HVNC executive committee and is required to attend monthly committee meetings.

The committee understands that all volunteers have other commitments, whether that is work or family. These duties can be managed around those commitments.

Please feel free to call me on 0466 668 845 if you would like to discuss this role further.

Regards,  
Keith Waugh  
President