



Position	Secretary
Accountable to	Ballina Netball Association Committee
Elected by	Members at the AGM
Term	One year elected term
Time commitment	Approx. 10 - 15 hours per week
Remuneration	Volunteer position

Purpose & strategic contribution: The Secretary supports the effective governance and administration of Ballina Netball Association through accurate record keeping, meeting coordination and management of official correspondence. Working collaboratively with the President and Committee, the Secretary ensures Association records, decisions and governance documentation are maintained and communicated effectively, supporting continuity and accountability across the Association.

Key responsibilities:

Governance & Records

- Maintain accurate and organised records of Association meetings, decisions and official correspondence.
- Maintain current copies of the Constitution, by-laws, policies, competition rules and other official governance documents.
- Maintain relevant Committee, club and organisational contact records.
- Support the Committee in meeting constitutional and administrative requirements.
- Maintain Association records to support effective handover and organisational continuity.

Meetings

- Coordinate Committee, General and Annual General Meetings.
- Prepare agendas in consultation with the President.
- Record, distribute and securely maintain accurate meeting minutes.
- Maintain a record of Committee resolutions, actions and responsible persons.
- Issue meeting notices and supporting documentation within required timeframes.

Communication

- Receive and manage official Association correspondence, responding or referring matters to the appropriate Committee member.
- Prepare and distribute official correspondence as directed by the President or Committee.
- Communicate relevant Committee information and decisions to member clubs.
- Maintain records of significant incoming and outgoing correspondence.

Administration & Compliance

- Maintain an annual calendar of key meetings, governance requirements and administrative deadlines.
- Coordinate required annual affiliation, incorporation and regulatory documentation.
- Maintain Association legal and governance records.
- Support the preparation and submission of reports and documentation required by the Committee.

Key relationships:

Internal

- President
- Vice President
- Executive Committee
- Committee Members
- Member Clubs
- Operations Coordinator

External

- Netball NSW
- Local Council
- Other Netball Associations
- Regulatory bodies
- Other stakeholders as required

Knowledge, skills and attributes:

- Strong organisational and time-management skills.
- Effective written and verbal communication.
- High level of attention to detail.
- Accurate record-keeping and document-management skills.
- Sound digital and administrative skills.
- Ability to manage competing priorities and deadlines.
- Understanding of governance and meeting procedures.
- Ability to work collaboratively with Committee members and clubs.
- Confidentiality, discretion and professionalism.

Annual responsibilities:

General business

- Receive, manage and appropriately distribute official Association correspondence.
- Coordinate Committee and General Meetings.
- Prepare agendas and supporting documentation in consultation with the President.
- Record, distribute and maintain meeting minutes.
- Maintain records of Committee decisions, resolutions and actions.
- Maintain current governance documents and official Association records.
- Maintain the Association's annual governance and meeting calendar.
- Communicate official Committee information to member clubs as required.

Representative Program

- Continue meeting, minute, correspondence and record-management responsibilities.
- Maintain records of Committee decisions relating to the representative program.
- Refer representative operational matters to the Representative Coordinator.

Post Season & Annual General Meeting

- Coordinate AGM notices and nominations in accordance with the Constitution.
- Collate Committee and portfolio reports for the AGM.
- Prepare the AGM agenda and documentation in consultation with the President.
- Record, distribute and maintain AGM minutes and resolutions.
- Update records of elected and appointed Committee members.
- Complete required post-AGM administrative and regulatory updates.
- Archive records from the completed season and support effective handover to the incoming Committee.

Preseason (Winter Competition)

- Ensure Committee and member club contact information is current.
- Coordinate relevant preseason meeting notices, agendas and documentation.
- Update the Association calendar with key meeting, competition and administrative dates.
- Support distribution of official preseason information to member clubs.
- Coordinate annual affiliation, incorporation and other required administrative documentation.

Winter Competition Season

- Continue meeting, minute, correspondence and record-management responsibilities.
- Distribute official Association and competition notices as directed by the Committee.
- Maintain records of decisions and actions arising throughout the competition season.
- Refer competition and operational enquiries to the Operations Coordinator or relevant portfolio holder.

Authority:

The Secretary is authorised to manage routine Association correspondence, records and meeting administration in accordance with the Constitution, policies and Committee resolutions.

The Secretary may distribute approved information and correspondence on behalf of the Association. Matters requiring financial, strategic, policy or significant operational decisions must be referred to the President, relevant portfolio holder or Committee as appropriate.

Measures of success:

- Association records and governance documents are accurate, current and accessible.
 - Meetings are supported by timely agendas, documentation and accurate minutes.
 - Committee decisions, resolutions and actions are clearly recorded.
 - Official correspondence is managed promptly and directed appropriately.
 - Member clubs receive clear and timely official communication.
 - Governance and administrative requirements are completed within required timeframes.
 - Association records are maintained to support effective handover and continuity.
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Mandatory requirements:

- Current NSW Working with Children Check, where required.
- Completion of BNA induction requirements.
- Compliance with BNA and Netball NSW policies, codes of conduct and safeguarding requirements.