



## **Roles & Responsibilities**

### **WCNA Secretary**

#### **Key Tasks;**

- Take minutes of committee meetings, General Meetings and AGM, clearly recording agreements made and actions to be taken.
- Liaise with the Chairperson on the Agenda for each meeting.
- Type the Minutes and update the Action Points list within 7 days of the meeting and send draft to Chairperson for clearance.
- Circulate the confirmed Minutes and Action Points list within 14 days of the meeting.
- Liaise with the Chairperson as and when appropriate.
- ANNUAL GENERAL MEETING – Notify all Leagues, Clubs, Schools, Colleges and Universities requesting that any proposed alteration to the Constitution or Bye Laws, or any nominations to join the committee, that any Member wishes to make at the Annual General Meeting of that year must be sent to the Chairperson.
- Collate the Annual Reports of the committee and its associated working groups to be submitted to the Members at the Annual General Meeting.
- Circulate any relevant information received from the Leagues / County / Regional Association or England Netball to Members of the committee where necessary.

#### **Desirable knowledge & skills**

- Strong interpersonal and communication skills
- Excellent planning and organisational skills
- Good organisation and able to work to a deadline
- Confident user of technology
- Ability to work with a group of volunteers from a variety of backgrounds
- Excellent written and verbal communication skills, including minute or note taking skills
- Attention to detail
- Computer literate including Word and Excel
- To have appropriate confidentiality and handling of any sensitive of personal data in accordance with the EN Code of Conduct and Data Protection Policy