



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

KEY TASKS:

- Work with the Regional Coordinator to provide administration support to the Regional Management Board including, taking and distributing minutes when required.
- Support the Regional Coordinator in the organisation of meetings.
- Attend RMB meetings and support the RMB and 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 Regional Management Board.
- 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, written and verbal
- Discretion
- Confidence with IT and experience working with word, excel and powerpoint
- Accuracy and good attention to detail
- Ability to stay calm and tactful under pressure
- Minute taking experience
- Take an interest in and respect the viewpoints of others'



To get involved contact:

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