

Regional Secretary - Role Summary

Providing administration and governance support to the Regional Management Board

The London & South East Regional Netball Association is one of nine member organisations of England Netball who, working closely with England Netball staff, help develop and facilitate the delivery of all aspects of netball within the region. Each region has an elected Regional Management Board of volunteers who manage a wide variety of netball activity on a local level; from coaching and officiating, to equality, diversity & inclusion and competitions.

The London and South East Region is made up of four Counties: Essex Metropolitan, Kent, Middlesex, Surrey. For more information on the Region, head to our [website](#).

Acronyms

RMB: Regional Management Board

CNA: County Netball Association

EN: England Netball

L&SE: London & South East

TSG: Technical Support Group

WG: Working Group

Key Tasks:

- Work with the Regional Officer to provide administration support to the RMB including minuting RMB meetings, collating and distributing Board reports, and updating action tables.
- Support the Regional Officer in the organisation of meetings.
- Attend RMB meetings and support the RMB, TSGs and WGs 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.
- Manage the RMB's policy and procedures register, ensuring reviews are conducted within the specified time frame.
- Provide governance support in the review of RMB policies and procedures.
- Be a voting member on the RMB.
- Provide support and guidance to the region's TSGs, WGs and members where appropriate.
- Attend Regional events as and when necessary.

Desirable knowledge & skills:

- Strong organisation skills.
- Good communication skills, both written and verbal.
- Discretion when handling matters of sensitivity.
- Confidence with IT and experience working with Microsoft Office word, excel and powerpoint.
- Accuracy and good attention to detail.
- Minute taking experience.
- Take an interest in and respect the viewpoints of others.

