



Job Title: General Secretary

Summary : The General Secretary plays a critical role in fostering communication and diligence through proper management and utilisation of important records such as meeting minutes and the organisation's bye-laws

Key Tasks

- Ensure that proper notification is given of all meetings as specified in the Statutes
- Record minutes of meetings and ensure their accuracy
- Ensure minutes are approved, signed and recorded in accordance with the Statutes
- Maintain membership records
- Ensure that the records of the organisation are maintained as required by law
- Fulfil any other requirements of a committee member
- Perform other duties as the need arises and/or as defined in the Statutes

Qualifications / skills

- Fluent in English and working knowledge of French a bonus
- Knowledge of netball either as a player, coach or umpire
- Excellent people skills with experience collaborating in a diverse and dynamic team

Time commitment

- Attendance in person or by telephone at at least 6 board meetings per year, the AGA and such other NCH events as may be required to represent the Committee and NCH
- Approximate time required per week : minimum 2 hours

Key relationships

- President
- Governance