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|  | **NORTH BUCKS NETBALL ASSOCIATION**  **COUNTY SECRETARY ROLE** | Logo, company name  Description automatically generated |
| **ROLE SUMMARY:** | To ensure effective communication in the County and facilitate effective working for the Chair and Committee | |
| **ESTIMATED HOURS:** | 2-3 hours per month | |
| **KEY TASKS:** | * Point of contact for NBNA enquiries, to ensure a prompt response and manage any necessary correspondence. * Organise committee meetings (~every 6-8 weeks), liaising with the Chair on the agenda and facilitating their smooth running and taking and distributing minutes approved by the Chair * Arrange and facilitate the smooth running of the Annual General Meeting (June/July) with the Chair * Support the Finance Director and Chair in authorisation of approved payments * Oversee the North Bucks email account & circulate information to relevant committee members as needed, league chairs/secretaries and County schools to ensure efficient and effective communication to all clubs and players in the County * Point of contact for schools in the county for National Schools competition, advertising the event, managing entries and working with the competition referee for smooth running of the annual event. * Implement, monitor and review of County plan in conjunction with other committee members | |
| **KNOWLEDGE & SKILLS:** | * Excellent organisational skills and efficient * Helps to be familiar with Google forms and sheets * Good interpersonal & communication skills | |