Board Secretary

Position Description | Officer of the Board | Reports to the Board Chair | Based in USA (remote)

USA Netball (the United States of America Netball Association) is the National Governing Body for the sport of netball in the United States, recognised by World Netball and the Americas region. Founded in 1992, the non-for-profit organisation is responsible for growing participation, sanctioning competition, developing coaches and officials, and fielding national teams that represent the United States on the world stage.

Netball is played in over 80 countries and is among the world's most participated team sports for women and girls. In the United States the game is at an inflection point: a fast-growing base of schools, clubs and community leagues, rising visibility of the National Championships, and an emerging opportunity to position the United States as a credible force in netball globally, working toward a sustainable future for the sport in US, including through the Back the Bid 2032 campaign for Olympic recognition.

The Board of Directors holds ultimate accountability for the governance, strategy, financial sustainability and integrity of USA Netball. The Board Secretary is an officer of the Board, working closely with the Chair and CEO to ensure the Board functions effectively, lawfully and in accordance with the organisation's constitution and bylaws.

2 · Role Purpose

The Board Secretary is responsible for the integrity of the Board's governance processes — ensuring meetings are properly convened, accurate records are kept, decisions are documented, and the organisation meets its statutory and constitutional obligations. The role is the custodian of the Board's records, the keeper of the governance calendar, and a trusted adviser to the Chair on board process, procedure and compliance. The Secretary supports the Board in operating to the highest standards of not-for-profit governance and enables directors to focus on strategy and oversight by managing the administrative and procedural dimensions of the Board's work.

3 · Key Responsibilities

3.1 · Meetings & Agendas

- Prepare and circulate notices of Board, sub-committee and Annual General Meetings in accordance with the constitution, bylaws and applicable law, ensuring statutory notice periods are met.
- Work with the Chair and CEO to develop Board and sub-committee agendas that align with the strategic plan, governance calendar and standing business, and circulate papers to directors in advance of meetings.

- Coordinate logistics for Board meetings (in-person and virtual), including scheduling, materials, attendance and quorum.

3.2 · Minutes & Records

- Take, prepare and circulate accurate minutes of Board, sub-committee and general meetings, recording attendance, conflicts declared, decisions made, and actions assigned.
- Maintain the official records of the organisation — minute books, resolutions, the register of directors and officers, the member register, and key governance documents — in a secure and accessible manner.
- Track Board resolutions and action items to completion, following up with directors and the CEO between meetings.

3.3 · Governance & Compliance

- Advise the Chair and Board on governance process, the constitution and bylaws, meeting procedures, and director duties, escalating matters that require external legal advice to the Legal Counsel Director or external counsel.
- Maintain the governance calendar — board and committee meetings, AGM, director terms and renewals, policy review cycles, and statutory filing deadlines — and prompt the Board and CEO to upcoming obligations.
- Coordinate the annual governance cycle, including board self-evaluation, director declarations, conflicts of interest register, and the review and update of the constitution, bylaws and key policies.
- Ensure the organisation meets its statutory filing and reporting obligations (state nonprofit filings, IRS, and any federation or regulator requirements), in coordination with the CEO and external advisors.

3.4 · Director Onboarding & Support

- Lead director induction and onboarding, ensuring new directors receive the constitution, bylaws, governance policies, recent minutes, strategic plan, and conflict-of-interest and code-of-conduct declarations for signature.
- Maintain Director Agreements, indemnification arrangements, and the register of signed declarations.
- Support the Board Nominations Committee in director recruitment, elections and appointments, and coordinate the annual board skills and diversity review.

3.5 · Annual General Meeting & Member Communication

- Coordinate the Annual General Meeting, including notice, agenda, member communications, voting and minutes, in accordance with the constitution and applicable law.
- Maintain accurate records of member clubs, regional bodies and affiliated organisations, supporting the CEO in member engagement and communication.

4 · Selection Criteria

Essential

- Demonstrated experience as a company secretary, board secretary, governance professional or comparable role in a not-for-profit, sport, corporate or membership organisation.
- Strong working knowledge of nonprofit governance, including the role of the board, director duties, meeting procedures, and the operation of a constitution and bylaws.
- Excellent minute-taking and record-keeping skills, with the ability to capture decisions and actions accurately and concisely.
- Highly organised, with the ability to manage the governance calendar, statutory deadlines and Board logistics with minimal supervision.
- Sound judgement, discretion and the ability to handle confidential and sensitive information appropriately.
- Excellent written communication and interpersonal skills, with the ability to work effectively with the Chair, directors, CEO and members.
- A genuine commitment to inclusion, safeguarding, and the welfare of athletes at every level of the sport.
- Eligible to work in the United States and able to satisfy USA Netball's officer background and probity checks.

Highly Desirable

- Familiarity with U.S. nonprofit regulatory policies, procedures, and the compliance requirements of tax-exempt organizations
- Familiarity with the U.S. and international sporting landscape, including national governing bodies, the USOPC, World Netball and the Americas region.
- Experience coordinating Annual General Meetings and member-based governance in a sport or membership organisation.
- An existing connection to netball or a comparable team sport — as a player, coach, official, parent or volunteer.

5 · Personal Attributes

- Meticulous and reliable — the kind of person directors trust to keep the record straight and the deadlines met.
- Discreet and impartial — handles sensitive Board matters with confidence and without taking sides.

- Calm under pressure — keeps meetings and governance processes on track even when issues are contested.
- Service-oriented — sees the role as enabling the Board and CEO to do their best work.
- Curious about the sport and the people who make up the netball community.

6 · Key Relationships & Accountabilities

Relationship	Nature of the accountability
Board of Directors	Officer of the Board; ensures meetings are convened and minuted; custodian of Board records and resolutions.
Board Chair	Primary point of contact on agenda setting, board process, sensitive matters and procedural advice.
CEO	Partners on the governance calendar, Board papers, statutory filings and member communications.
Directors	Coordinates onboarding, declarations, conflicts of interest register and director agreements.
Audit & Risk / Governance Sub-committees	May serve as secretary; supports policy review cycles and the annual board evaluation.
Member Clubs & Regional Bodies	Maintains member records; supports AGM coordination and member communication.
External Advisors (legal, accounting)	Coordinates statutory filings and external advice in conjunction with the CEO and Legal Counsel Director.

7 · Terms of Appointment

- Voluntary officer role — no remuneration; reasonable pre-approved out-of-pocket expenses (travel, accommodation for in-person meetings) are reimbursed.
- Based in US; remote role.
- Initial term of three years, renewable subject to Board endorsement and the bylaws' officer rotation limits.
- Time commitment of approximately 12–18 days per year, including four to six Board meetings, the AGM, sub-committee work as required, preparation, or representation as required.

- Subject to signing an Officer / Director Agreement covering confidentiality, conflicts of interest, code of conduct, and indemnification, and to completing the organisation's onboarding.

8 · How to Apply

Complete application via **https://usanetball.org/usa-netball-careers** including resume and a cover letter (maximum two pages) addressing the selection criteria. Questions to **president@usanetball.com**. Applications close at Sunday 30 August 11:59pm; late or incomplete applications may not be considered.