



Oxfordshire Netball Development Board

Committee Role Profile

SECRETARY

Introduction

The following role profile is not intended to be comprehensive, nor is it an expectation that potential volunteers will possess all the skills/personal qualities listed. However, the Secretary will have sound knowledge of a management committee.

The role of the Oxfordshire Development Board Secretary is held by the elected official for two years.

This role profile should be read in conjunction with the Oxfordshire Netball Management Committee – Roles, Skills and Personal Qualities document which outlines the requirements of all ONDB officers.

The Secretary's role is to:

- Report to the Chairperson
- Manage the administration of the work of ONDB as directed by the ONDB Chair and subcommittees.
- Book the venue and prepare the agenda/minutes of ONDB meetings and circulate these to the ONDB members. Ensure the minutes are confirmed as a true recording for each ONDB meeting held and stored appropriately. Ensure that the confidentiality clauses are upheld.
- Prepare the agenda for the General Meetings and arrange distribution to those entitled to attend along with others as necessary. Prepare the Annual Reports and Minutes and make them available at the AGM. Store the AGM minutes appropriately.
- Hold and maintain the Conflict of Interest Register for ONDB, and others as necessary.
- Be the primary point of contact for ONDB.
- Attend any meetings of the subcommittees if required.
- Prepare a report of the year's activities for the AGM.
- Be the point of contact at ONDB for any issues concerning child welfare/adults at risk, poor practice and potential or alleged abuse.
- Manage and report concerns/disclosures about children or adults at risk.
- Provide advice about the wellbeing, safeguarding and protection of all members, promoting good practice and safeguarding and to work with others to ensure that a safe and inclusive environment is achieved.
- Have knowledge of EN Safeguarding policies and procedures and other related guidance.
- Champion the ONE Awards

Skills/Personal Qualities of the Secretary:

A Secretary is required to have good communication, interpersonal and leadership skills. This role will suit someone with initiative and drive who is able to work in partnership with others and has a sound knowledge of netball governance along with understanding of the roles/responsibilities of the ONDB.

An aspiring Secretary will need to be willing to chair meetings and ensure that decisions are taken and followed-up. They will need to be strong networker with knowledge of Oxfordshire Netball's key networks and be prepared to speak clearly and succinctly as the public face of Oxfordshire Netball.

The Secretary will ideally be able to take accurate notes of meetings and be well organised with honesty and discretion.



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They will have evidence of, or have a willingness to successfully complete, safeguarding training such as the Safeguarding & Protecting Children and Time to Listen courses.