



Oxfordshire Netball Development Board

Committee Role Profile

DISCIPLINARY 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.

The role of the Oxfordshire Development Board Disciplinary 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 ONBD officers.

The Disciplinary Secretary role is to:

- Report to the Chairperson
- Manage disciplinary issues on behalf of Oxfordshire Netball
- Liaise with the Chairperson and Secretary to ensure that complaints are handled and acknowledged and all administrative matters concerning the operation of the Disciplinary Regulations for ONDB are completed within a satisfactory timeframe.
- Ensure their training is up to date.
- May cover more than one county when requested.
- May provide procedural advice to panels and parties in any disciplinary case.

Skills/Personal Qualities of the Disciplinary Secretary Lead:

Excellent communication and interpersonal skills and the ability to remain calm under pressure. They will ideally have knowledge of the EN Disciplinary Regulations.