


Wandsworth Netball Club	
Club Secretary	
<p>Wandsworth Netball Club has 5 senior teams and junior section with ages between 7-16. Seniors train twice a week at South Thames College and Burntwood School. Juniors train over 3 days, at the Aspire Centre and South Thames College. Our ambitions are to achieve promotion for our senior teams and to increase our junior membership.</p>	
Who will I work with?	<ul style="list-style-type: none"> • Main committee • Other club captains • League organisers • Team captains
What will I do?	<ul style="list-style-type: none"> • To Circulate any relevant information received from the AENA to The Committee where necessary • Distribute any relevant information to The Committee and appropriate people • Keep the Job Profiles up to date • If unable to attend any meeting, arrange for correspondence to be sent to the meeting • Recruit players and coaches • Organise and advertise team trials • Liaise with Club Treasurer to make payments to coaches, training and match venues, leagues, courses and update club accounts • Calculate and agree coaching hours. • Monitor training attendance.
How much time will I need to give?	<ul style="list-style-type: none"> • Average 2 hours a month.
What do I need to do this role?	<ul style="list-style-type: none"> • Enthusiasm • Good organisational and interpersonal skills • Able to use spreadsheets • Good communication
What are the benefits and how will you support me?	<ul style="list-style-type: none"> • Satisfaction of making a difference in your club • The club will reimburse any <u>agreed</u> expenses that you incur as a result of your volunteer role • Platform for future volunteering opportunities • The enjoyment of meeting new people as part of a team

Name:

Signed

Dated