

Affiliations Secretary

Who will I work with?

NDCNA

How much time will I need to give?

Approximately 2 hours per week.

Role and responsibility:

- * Being the first point of contact for club enquiries and complaints received
- * Organising and attending key meetings (including Annual General Meetings)
- * Taking and distributing minutes
- * Delegating tasks to club members
- * Dealing with all correspondence
- * Attending to affiliations
- * Promoting North Durham Affiliations
- * Lead on assigning the county fee for affiliation
- * Ensuring insurance is up to date and relevant
- * Maintaining up to date records and reference files
- * Arranging handover or succession planning for the position
- * Deal with any netball enquiries and necessary correspondence and notify England Netball of any changes that are required in the England Netball Handbook.
- * Keep the County's Terms of Reference up to date.
- * oversee the Complaints Process.
- * If unable to attend any Meeting, arrange for correspondence to be sent to the Meeting.
- * Ensure the County adheres to the England Netball Duty of Care Guidelines.