



# Kent Netball Management Committee Role Description

## COMPETITION SECRETARY

This role description should be read in conjunction with the Kent Netball Management Committee - Roles, Skills and Personal Qualities document which outlines the requirements of all KNMC officers and includes definitions of the abbreviations contained herein.

### 1. Overview

The Competition Secretary:

- reports to the Chairperson;
- must be over 18 years of age and a full Member of England Netball/Kent Netball;
- is responsible for overseeing and supporting county-driven competitions (excluding schools);
- represents the organisation in a professional manner and to uphold standards of conduct;
- is the Chair of the Competition Subcommittee;
- is the Budget Holder for competition; and
- holds the following voting rights:
  - one vote at meetings of the KNMC
  - one vote in one capacity at the AGM
  - one casting vote at meetings of the Competition Subcommittee.

### 2. Recruitment

Kent Netball is committed to recruiting the best person for each vacancy based on skillset/experience. No volunteer or potential volunteer shall receive less favourable treatment or consideration during recruitment on the grounds of race, colour, religion or belief, nationality, ethnic origin, sexual orientation, gender, age, disability or marital status. Recruitment shall be made in line with the Kent Netball Recruitment Policy and the Kent Netball Equality, Diversity, Inclusion and Equity Policy.

The Competition Secretary is an elected role with Expressions of Interest and elections held in line with the Kent Netball Constitution.

All elected members of the KNMC may serve for two years and may offer themselves for re-election at the AGM at the end of that term.

KNMC volunteers are expected to carry out the role to the best of their ability, to act with professionalism and integrity, and always in the best interests of Kent Netball.

### 3. Role

The Competition Secretary's role is to:

- report to the Chairperson;

- oversee and support county-driven competitions (excluding schools) as instructed by the KNMC;
- liaise between EN, Region, Registered Member Leagues, Subcommittees and the KNMC;
- guide, coordinate, and chair meetings of the Competition Subcommittee;
- prepare a report of the year's activities for the AGM;
- represent KN at the L&SE Competition TSG; and
- champion the Team of the Year Award.

#### 4. Qualifications, Experience and Competencies

It is essential that the Competition Secretary:

- meets the requirements of all KNMC officers as outlined in the Kent Netball Management Committee - Roles, Skills and Personal Qualities document;
- is a strong networker; and
- is competent at speaking in public.

It is preferred that the Competition Secretary:

- has the ability to chair meetings;
- has knowledge of Kent Netball's key networks;
- will ideally have experience in organising competitions; and
- have knowledge of the EN competition pathways.

#### 5. Supervision and Support

The Competition Secretary is:

- supported more broadly by the KNMC; and
- new members of the KNMC will be allocated a Point of Contact/Mentor as part of their induction in line with the Kent Netball Recruitment Policy.

#### 6. Relevant Contacts

General Enquiries via Secretary [secretary@kentnetball.co.uk](mailto:secretary@kentnetball.co.uk)

Chairperson [chairperson@kentnetball.co.uk](mailto:chairperson@kentnetball.co.uk)

#### 7. Associated Documents

Kent Netball Code of Conduct  
 Kent Netball Compliments and Complaints Policy  
 Kent Netball Conflict of Interest Policy  
 Kent Netball Constitution  
 Kent Netball Equality, Inclusion, Diversity and Equity Policy  
 Kent Netball Finance Policy  
 Kent Netball Management Committee - Roles, Skills and Personal Qualities

Kent Netball Privacy Notice  
Kent Netball Recognition Policy  
Kent Netball Recruitment Policy  
Kent Netball Terms of Reference

With reference to the Kent Netball Documents – Version Control Register for the latest version of these documents.

England Netball's policies currently in force, particularly the Safeguarding Young People in Netball, Social Media and Whistleblowing policies, and the Disciplinary Rules & Regulations.

## **6. Review**

The KNMC will review this Role Description at four-year intervals.

Amendments to the Role Description are permitted at any time following a decision of the KNMC, which must be minuted.