



Kent Netball Management Committee Role Description

SCHOOLS 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 Schools Secretary:

- reports to the Chairperson;
- must be over 18 years of age and a full Member of England Netball/Kent Netball;
- is responsible for the organisation of Schools Tournaments/Events as instructed by the KNMC, and the booking of necessary facilities;
- represents the organisation in a professional manner and to uphold standards of conduct;
- is the Chair of the Schools Subcommittee;
- is the Budget Holder for Schools; 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 Schools 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 Schools 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 Schools Secretary's role is to:

- report to the Chairperson;
- be responsible for the organisation of KN's schools' tournaments/events;
- act as a communication link between KN Member Schools and the KNMC;
- link with England Netball and the Region to deliver the National Schools competition;
- guide, coordinate, and chair meetings of the Schools Subcommittee;
- prepare a report of the year's activities for the AGM; and
- champion the Netball Teacher Award.

4. Qualifications, Experience and Competencies

It is essential that the Schools Secretary:

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

It is preferred that the Schools Secretary:

- has initiative and drive;
- has the ability to chair meetings;
- has knowledge of Kent Netball's key networks;
- has knowledge or experience of events/tournaments;
- has knowledge of data handling/GDPR legal requirements; and
- has evidence of, or willingness to successfully undertake, safeguarding training.

5. Supervision and Support

The Schools Secretary is:

- supported by the Vice-Chairperson, with broader support available from the President and 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 secretary@kentnetball.co.uk

Chairperson chairperson@kentnetball.co.uk

Schools Secretary schools@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.