

# Tuggeranong Netball Association



TUGGERANONG  
NETBALL

ASSOCIATION INC

## DUTY STATEMENT

<b>Position:</b> Secretary
<b>Executive:</b> Yes

The primary role of all committee members is to provide leadership and direction to TNA. It is expected that at all times members act with integrity and in good faith in fulfilling their duties and make decisions in the best interest of the association.

Duties – to be carried out with the assistance of the TNA Admin Officer:

### Meetings:

1. In consultation with the President compile the agenda for all TNA meetings.
2. Ensure that notices of meetings are provided electronically to all required attendees.
3. Attend and take minutes for all TNA Meetings.
4. Supply an electronic copy of minutes no later than seven (7) days after the meeting to all Executive members of the Association.
5. Ensure that a signed set of minutes of Executive and Council meetings are pdf and filed electronically as appropriate.
6. Maintain a Council and AGM meetings attendance list.

### Administrative:

1. Ensure that responses to correspondence are prepared and dispatched as required.
2. Ensure that all insurance policies are kept up to date.
3. Ensure that any insurance claims are processed in accordance with the requirements of the policy.
4. Ensure list of Executive Office Bearers is sent to Netball ACT.
5. Maintain the TNA Key Register, issue keys as required and have keys cut or replaced as required.