

# TYNE AND WEAR COUNTY NETBALL ASSOCIATION

## ROLE DESCRIPTIONS OF COMMITTEE MEMBERS



### c) Secretary

- Take minutes of committee meetings and AGM
- Liaise with the Chair on the Agenda, Papers and Minutes for each Meeting before they are circulated.
- Liaise with the Chair as and when appropriate.
- **Annual General Meeting / Winter League Entry**  
Send a letter to all players and / or clubs requesting that any proposed alteration to the Constitution or ByeLaws, that any Member wishes to make at the Annual General Meeting of that year, must be sent to the Secretary twenty eight days before the Meeting.
- **General Meeting / Spring League Entry**  
Send a letter to all clubs notifying them of the General meeting at least twenty eight days before the meeting.
- **Tyne and Wear County Netball Association**
  - Prepare any papers to be submitted to the Members at the Annual General Meeting.
  - Circulate any relevant information received from the Leagues / County / Regional Association or England Netball to Members of the Committee where necessary.
  - Distribute the County Handbook to Committee members and other appropriate people.
  - Distribute any other relevant information to Committee Members and appropriate people.
  - Deal with any netball enquiries and necessary correspondence and notify England Netball of any changes that are required in the England Netball Handbook.
  - Act as first point of contact for any complaints received and oversee the Complaints Process.
  - Keep the County's Terms of Reference up to date.
  - 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.