

Role Summary & Terms

Job Title: General Secretary

Summary: The General Secretary is responsible for establishing and maintaining policies and procedures of Swiss Netball and their proper implementation by Swiss Netball Members.

Key Tasks:

- Ensures that Committee meetings are prepared and conducted in accordance with the statutes and good governance principles, including:
 - that the Committee's agenda reflects its strategic objectives
 - that key information is provided
 - that there is a business case for each major project or significant activity
 - that there is accountability and regular monitoring of goals
- Prepares and conducts the AGA in accordance with the statutes and relevant rules and in accordance with good governance principles.
- Ensures that appropriate measures are in place for the Committee to ascertain interest, aspirations and requirements of Swiss Netball's members and that reporting to members by the Committee is transparent and responsible.
- Identifies and monitors legal compliance and risk management: ensures that the Committee has effective risk management and processes, has an effective audit system and that the Committee and Directors have appropriate insurance cover.
- Reviews official documentation of Swiss Netball, including rules of competitions to ensure that they fulfil any legal or other requirements (such as insurance), and that they are clear and appropriate.
- Establishes such policies as are required to fulfil the Committee's duties and obligations towards the organisation and its members under Swiss law and regulations and as may be required by the relevant netball governing bodies
- Continuously monitors the proper implementation of the policies by the Committee and Members
- Guides and supports the Administration Assistant to the Committee

Qualifications/ Skills:

- Professional experience of 5+ years in either a legal or governance role within an organisation
- Swiss residency
- Exceptional administration and organisation skills
- Excellent people skills with experience collaborating in a diverse and dynamic team
- Ability to apply reflective practice to seek continuous improvement
- Prior experience of working in a non-profit organisation is a plus
- Knowledge of Netball either as a player, coach or umpire
- Working knowledge of at least one national language

**Time Commitment:**

Virtual attendance at monthly committee and operational meetings per year and the AGA. In addition, (in person) attendance at such other Swiss Netball events as may be required to represent the Committee and Swiss Netball.

Approximate time required per week: Minimum 6-8 hours.

The position is for a 2-year period.

Key Relationships:

President

Finance Director

Operations

Membership Liaison

Growth

Communications

National Squad Liaison

Swiss Netball Members