

# Luton, Dunstable & District Netball League



## League Secretary

The Luton, Dunstable & District Netball League was started in 1956 and was originally founded by the local businesses. The League runs from September to June each year, with both league and divisional cup games taking place throughout.

<b>Who will I work with?</b>	Main Club committee, Teams, umpires and volunteers from the league, Bedfordshire County Netball, Bedfordshire County Netball.
<b>What will I do?</b>	<p>Attending all club meetings</p> <p>Taking, writing, typing and circulating all committee meeting minutes</p> <p>Receiving all written correspondence and forwarding to relevant committee member/s for action.</p> <p>Responding to correspondence from league members and or Bedfordshire Netball Association.</p> <p>As above for all the club's AGM's and extraordinary meetings</p> <p>As above for all full club meetings</p> <p>Work closely with the communications secretary on all matters that are the latter's overall responsibility.</p>
<b>How much time will I need to give?</b>	Approximately 2 hours per week.
<b>What do I need to do this role?</b>	<ul style="list-style-type: none"> <li>▪ Enthusiasm</li> <li>▪ Good organisational skills</li> <li>▪ Prepared to make a regular time commitment</li> <li>▪ Prepared to make instant decisions when necessary</li> <li>▪ Confident at public speaking and keeping order during meetings</li> <li>▪ A good listener, engaging all members in discussion</li> <li>▪ Experience in project management &amp; team leadership</li> <li>▪ Have Access to PC and Internet</li> </ul>
<b>What are the benefits and how will you support me?</b>	<ul style="list-style-type: none"> <li>▪ Satisfaction of making a vital difference in your club</li> <li>▪ Learning new skills and developing managerial, leadership and inter personal skills</li> <li>▪ The league will reimburse any <u>agreed</u> expenses that you incur as a result of your volunteer role</li> <li>▪ Platform for future volunteering/employment opportunities</li> <li>▪ The enjoyment of meeting new people as part of a team</li> <li>▪ Training opportunities through external courses</li> </ul>

**Biography of League Secretary  
Position Vacant**