

Job Title	Recording Officer	Job Category	Volunteer/Honorarium
Reports to	Board of Management		
Time Commitment			

Job Description			
Objective	<ul style="list-style-type: none"> Effectively manage and administer the Association's membership via the current Netball Australia program management system Manage the game scheduling and week to week game records 		
Responsibilities	<ul style="list-style-type: none"> Manage the Association's needs in respect to the current membership portal Manage and implement, game scheduling, court allocation and necessary requirements for the Association to run effective competitions Update all MHNA Awards data on a regular basis Send match results to the Courier newspaper as required Maintain weekly game and player records Supply player, match or competition information to members on request Be a member of the Grading and Permits committee Coordinate with the Carnival Committee for setup of the annual MHNA Carnival Uphold Constitution, Rules and By-Laws, policies, and procedures of the Association Liaise with Netball SA and Netball Australia in any matters relating to the current management system 		
Knowledge/Skills	<ul style="list-style-type: none"> Computer literate Good communication skills Good organisational skills 		
Personal Attributes	<ul style="list-style-type: none"> Well organised and able to work in a logical orderly manner Be approachable Able to relate to a diverse group of individuals Ethical, honest and trustworthy 		
Other	<ul style="list-style-type: none"> DHS Working With Children Check required 		
Reviewed By	BOM	Date	20 May 2024
Approved by	BOM	Date	26 May 2024
Last Updated		Date/Time	