



**SOUTH BUCKINGHAMSHIRE NETBALL ASSOCIATION**  
**MEMBERSHIP SECRETARY**  
**Role Description**

**ROLE SUMMARY:**

To support the various registered leagues checking player and officials affiliation are correct.  
To monitor membership renewal for South Buckinghamshire Netball Association (SBNA)

**ESTIMATED HOURS:**

2-3 hours per month

**KEY TASKS:**

- Liaise with various League Chairs/Committees to assist in checking player and officials affiliations are up to date.
- Liaise with England Netball as and when necessary
- Act as point of contact for SBNA members to assist with any affiliation issues.
- Attend County and EN Membership meetings when required

**KNOWLEDGE & SKILLS:**

- Strong interpersonal & communication skills
- Strong leadership and delegation skills
- Good organisation and able to work to a deadline
- Confident user of technology
- Confident user of ENgage
- Ability to build and maintain effective networks
- Flexible, enthusiastic, and willing to take on responsibility
- Good decision-making skills
- To have appropriate confidentiality and handling of any sensitive of personal data in accordance with the EN Code of Conduct and Data Protection Policy
- A current member of England Netball, Netball South and South Buckinghamshire Netball Association.