



## **President**

TITLE: SECRETARY  
REPORTS TO: WLA COMMITTEE  
COMMITMENT: ONE YEAR FROM THE AGM  
REMUNERATION: VOLUNTEER POSITION

## **Role**

The Secretary is responsible for the:

- Smooth running of the Waikato Lacrosse Association.
- Ensuring correct processes are carried out.
- Being on the executive committee and making decisions as the need arises.

## **Responsibilities and Duties**

Providing a quality organisation through:

- Taking minutes at all meetings and sending to the relevant people within 48 hours of the meeting.
- Supporting the President with ensuring correct policy and procedure are being followed with all administration duties.
- Strategising the direction that the WLA should be heading in.
- Ensuring the WLA is viewed as a professional, well run and forward thinking organisation.
- Providing strong communication with and between clubs, schools, players, parents and any other member.
- Being a role model and providing positive leadership.
- Ensuring the health and safety of all involved with Waikato Lacrosse.
- Evaluating personal performance.
- Following all aspects of the WLA code of conduct, policies and regulations.
- Ensure all members and supporters are aware of the code of conduct, policies, regulations and league rules, and that they are following these.

## **Knowledge and Skills Desired**

- Strong administration and communication skills.
- Passionate about the development of Waikato Lacrosse.
- Forward thinking.