

Secretary

Yorkshire Netball Regional Management Board



Introduction

Yorkshire Regional Netball Association is one of nine member organisations of England Netball, and is run by a management board of volunteers. We represent England Netball members in Yorkshire, and work closely with England Netball staff to deliver and develop netball in Yorkshire.

The Yorkshire Board works closely with our four County Netball Associations: Humberside Netball, North Yorkshire Netball, South Yorkshire Netball and West Yorkshire Netball. We also work closely with Leeds Rhinos Netball, our member leagues, clubs, education institutions and other key stakeholders who share our commitment to delivering great netball experiences in Yorkshire.

Regional Management Board Responsibilities

Yorkshire Netball Regional Management Board members are collectively responsible for:

1. Governance of netball in Yorkshire
2. Working as One with Regional & Local England Netball staff
3. Gathering and sharing regional Insight
4. Communicating membership benefits
5. Delivering regional competition
6. Promotion & recognition of the people who make netball happen
7. Working in Partnership with our Netball Superleague Franchise
8. Strategic development of officiating assessment & mentoring
9. Community communication
10. Ensuring netball in Yorkshire is inclusive to everyone

What The Role Involves

The Secretary is responsible for the smooth running of the Regional Management Boards meetings and operations. This includes:

- Managing the Regional Management Board's calendar of events including Regional Management Board meetings, AGM, Governance and Finance Group meetings and other events
- Working with meeting Chairs to create agendas for meetings and share these and any papers in good time ahead of meetings
- Taking meeting minutes and sharing following meetings
- Working closely with England Netball's Regional Officer and Partnership Manager to inform them of any future meeting dates and invite them
- Managing the Regional Management Boards key documents securely including governing documents, past meeting minutes, policies, procedures and roles descriptions
- Preparing for and participating in key meetings such as Regional Management Meetings and the AGM
- Adhering to the Regional Management Board Code of Behaviour

The Board meets 4 times per year for Regional Management Board Meetings, with informal catch-up meetings in between these to keep momentum. Meetings are a mix of in person where possible, hybrid, and more typically online via Zoom, you will need access to email, WhatsApp, phone and Zoom. There is an AGM annually in January where Board members are elected.

Time Commitment

The term limit for this role is 4 years, after which the role holder will be eligible for re-election for one further term of 4 years. The maximum term limit is 8 years.

The role will require volunteering approximately 5 hours per month

How You Can Benefit

- The ability to help shape the direction of our sport in Yorkshire, ensuring our members' views are heard and more people of all backgrounds can enjoy netball across Yorkshire.
- We will value and recognise your contribution as a volunteer, through opportunities to learn, attend events and access support from England Netball
- Reasonable out of pocket expenses will be reimbursed

Skills and Knowledge Needed

- In order to be a volunteer on the Regional Management Board, you will need to be, or be willing to become a member of England Netball - the Board can cover the cost of joining
- Sound understanding and knowledge of netball
- Able to uphold the regions code of conduct and behave professionally at all times
- Strong interpersonal and communication skills
- Strong leadership and people management skills
- Strong background in administration and organising roles
- Good IT skills (Including Microsoft Word, Excel, PowerPoint & Publisher)
- Ability to be flexible and work with volunteers from diverse backgrounds to build and maintain effective networks
- Take an interest in and respect the viewpoints of others
- Access to email, WhatsApp and telephone

How We Will Support You

- You'll be joining a friendly, welcoming and professional team of volunteers who are committed to supporting one another
- You'll be able to volunteer flexibly around work and life commitments
- You'll receive a full induction and be paired with another volunteer mentor
- You will receive guidance, support and resources to help fulfill your role from the Regional Management Board and England Netball

It is not necessary to have previous board/trustee experience as support and training is provided.

We would like to continue to diversify our board and therefore would particularly like to hear from women and men, LGBTQIA+ people, people of colour, younger people, people with disabilities, those who are recognised as neuro-divergent, working-class or from other under-represented groups. If you can bring a new perspective, we would love to hear from you!

To apply please email laura.elson@gmail.com by **19th April 2024**