



ROLE: Secretary

SALARY: Voluntary

APPLICATIONS OPEN: Monday 30th January 2023

APPLICATIONS CLOSE: Sunday 26th February 2023

TERM: 2 years+

REPORTING TO: President

The Nederlandse Rugby League Bond are currently on the lookout for a talented individual to take up the role as secretary. As secretary you'll work closely with every member on the board on different disciplines. I.E. work with the operational manager to handle player registrations, or attend ERL meetings with the president.

By joining the NRLB, you'll be part of an exciting developing nation in the world of Rugby League. By joining us, you'll be helping the NRLB establishing a well-organized governing body.

Our ideal candidate will have strong communicative skills, personal integrity, and well organized. They will be deeply motivated by the exciting opportunity to work within a sports governing body, and the desire to let our beautiful sport grow. The right candidate must be driven, passionate and possess the ability to communicate clearly and create structures within the organization.

To apply for the position please send a motivational letter to info@rugbyleague.nl. Please mention personal skills and attributes as well. Please submit your notice of interest before Sunday 26th February 2023.

Personal specification:

- Well organized.
- Be able to work as part of a team.
- Be willing to help within the board wherever needed.
- Able to draw up an agenda and give structure to board meetings
- Ability to work under pressure.

Responsibilities:

- Keeping track of the membership administration.
- Supplying the Treasurer with membership data to invoice the clubs.
- Assisting the National Team Manager with the clearance of players for the national team
- Communication on behalf of the NRLB board with clubs and ERL
- Supplying the ERL with the Annual Membership Audit on behalf of the NRLB
- Making sure the clubs supply the NRLB with their Annual Membership Audit
- Preparing presentation for AGM