

Harlow Town's Ladies - Secretary's Role.

Harlow Town Ladies have embarked on an ambitious and challenging journey to have a team representing the town of Harlow in the FA Women's Premier League by 2020/21 Season, supported by a strong reserves team in the equivalent level reserves league and a Female Academy for School years 12 & 13.

We are looking for a secretary to be a key integral part of this journey working alongside the head of Ladies football and the club to ensure we operate an efficient, professional structure off the field to support our journey on it.

Key aspects of role

Often, a volunteer who loves the game holds the position of football club secretary. The secretary must give up personal time and attend meetings that benefit the players and football program. He/She generally has excellent organizational and communication skills needed to work alongside a club, Head of Ladies & Director of football.

Communication

The football club secretary keeps a list of all members, including the name, address, telephone number and email address of each one. She contacts club members and informs them of coming meetings and events, including fundraisers and games. If any issues arise, the secretary contacts the Director of football or Head of Ladies for resolution.

Record Keeping

The club secretary keeps accurate records of each meeting's minutes or a detailed timeline of the meeting. He/She keeps the minutes on file and reads the minutes from the previous meeting each time the club gathers. The club members vote to accept or amend the minutes. If they make changes, the club members then vote to adopt the minutes that become part of the club's records. The secretary also retains the information for the annual report, which includes the budget.

Football Registrations

During preseason, the secretary often handles the player registration forms. The secretary keeps an accurate record of the players, often referred to as the roster. She generally has a copy of each football player's birth certificate on file, should any questions arise regarding eligibility. The secretary also maintains physical records and other documents required by the governing sporting authority.

Budget

The club secretary helps order supplies, including uniforms and equipment, for the football team. She works hand in hand with the treasurer to follow the budget guidelines set forth by the committee. If payment is due for other things, including hospitality items used during meetings, the secretary submits the invoices to the treasurer for payment.

Other more specific tasks are as follows but not limited too:-

- **PRE SEASON**

1. Ensure that all teams enter into their appropriate competitions for forthcoming season. (leagues and cups)
2. Set up FAN No with FA and entry into Whole Game System(WGS)
3. Ensure that all Liability Insurances are renewed via WGS for all Female teams.*
4. Set up database contact list spreadsheet for all new and current players.*
5. Send out registration forms for both Woman and Girls League (U18) to all players to fill in and send back to Secretary with passport size photo's. Once received send them off to league registrars for processing.
6. Send out Welcome Pack to all current and new players to fill in and send back to accept code of conduct.*

- **DURING SEASON**

1. Log into WGS once a week or whenever called upon from FA in case of disciplinary/outstanding invoice issues.
 2. Ensure that all Managers/Coaches arrange matches and send off result sheets for each game. (Fines will be issued if these are not adhered to)
 3. Act as contact for County Cup games ensuring that when played at home hospitality for away teams and officials are properly looked after.
 4. Carry out any of the above as requested.
- PDF's/ Word Doc's for 2016/17 season will be sent to new Secretary.

Other Key information

This is a voluntary role and one which it is estimated takes 2-4 hours per week to complete, dependent on time of season.

Attendance at training sessions on Wednesday evenings between 7.30 and 8.30 would be preferred but not always essential (primarily in pre-season)

Attendance at certain key matches (primarily 1st team) will also be required.

If this role is something you would like to find out more about then please do not hesitate to contact Grant Palmer, Head of Ladies football at Harlow Town Ladies via ladies@harlowtownfootballclub.co.uk