

ROLES & RESPONSIBILITIES



Club Secretary

Who will I be responsible to?

The Club Committee, through the Chairperson.

Who will I be responsible for?

N/A

What is the role of the Club Secretary?

The main purpose of this job is that of principal administrator for the club. The Club Secretary carries out or delegates all the administrative duties that enable the club and its members to function effectively. The Club Secretary is a pivotal role within the club, with a close involvement in the general running of the club. The secretary and their assistant provide the main point of contact for people within and outside the club on just about every aspect of the club's activities.

What else can you tell me about the job?

As the first point of contact with the club, it is helpful for the Secretary to be available to take phone calls during the working day. The club is keen to support the Secretary in the use of modern office technology to assist them in their job. This is a demanding, high profile job that has a major impact on the

efficient and effective management of the club. The Secretary has contact with a wide range of people from within and outside the club. Representation of the club at outside meetings provides the opportunity to find out what is going on at league and county level, and this could be a platform for future volunteering opportunities.

How much time will I need to give to the job?

Approximately eight hours each week; many of these will be at weekends and in the evenings.

What sort of tasks are involved?

Tasks will include:

- Attending league meetings;
- Affiliating the club to the County FA;
- Affiliating the club to the league(s);
- Registering players to the league(s);
- Dealing with correspondence;
- Organising and booking match facilities for the season;
- Organising the club AGM and other club meetings;
- Representing the club at outside meetings at the direction of the Club Committee.