

## Secretary - Committee Member

### Role Description

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 assistants provide the main point of contact for people within and outside the club on just about every aspect of the club's activities.

### Commitment

Approximately 5 hours per week and attending meetings including evenings. Will increase at start of season.

Attendance at committee meetings including AGM and EGM's

### Responsibilities

1. Principal contact between Club, County FA, leagues and other clubs.
2. Ensure club affiliation and league membership.
3. Ensure effective correspondence and communication.
4. Advise on Disciplinary matters and attend disciplinary meetings.
5. Advise on League and NFA rules and procedures.
6. Advise managers of match cancellations / postponements.
7. Attending the club AGM and other club and sports association meetings.
8. Representing the club at outside meetings at the direction of the main committee.
9. Dealing with correspondence, validation and data protection.
10. Arrange for fines to be paid with the Treasurer.
11. Attend league meetings.
12. Disseminate League, FA & County FA information to club members.
13. Carry out the annual Club Health check.
14. Take and distribute meeting minutes.

### Constraints

1. None identified

### Accreditation Criteria

1. CRC
2. Committee safeguarding certificate