Club Secretary

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

Up to 5 hours per week and attending meetings at weekends and evening. Attendance at Committee Meetings.

Responsibilities

1. Official contact between Club, County FA, leagues (also see League Secretary) and other clubs.
2. Ensure Club affiliation and league membership.
3. Ensure effective correspondence and communication.
4. Provide minutes of meetings for official Club records.
5. Ensure all team managers are conversant with League rules.
6. Organising the Club AGM and other Club meetings.
7. Identify club registered members Training 'shortfalls' and arrange for the relevant courses to take place.
8. To advise volunteers when any accreditation is due for renewal.
9. To co-ordinate the completion of all required accreditation
10. To escalate to the Committee any breaches of accreditation
11. Representing the Club at outside meetings at the direction of the main Club Committee.
12. Dealing with correspondence.
13. Attend league meetings (unless designated party attending on behalf).
14. Report County Cup Results.
15. Pass on FA & County FA information to Club members.
16. Line manage Team Registration Secretary's to ensure all players are registered correctly.

Essential Skills & Character	Desirable Skills
1. Enthusiastic and well organised. 2. An eye for detail and administration 3. Computer-literate and confident learning new online systems. 4. Dedicated club person. 5. Honest and trustworthy.	1. Management/Operations Experience

Accreditation Criteria						
In date FA CRC	Safeguarding Children Course (valid for 2 Years)	Safeguarding Children for Committee Members	Introduction to First Aid in Football (Valid for 3 years)	Welfare Officer's Course	Playmaker course	Introduction to Coaching Football
		✓		✓		