Volunteering- Club Secretary

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| **Main Purpose of Role:** | To act as administrative officer for the club and act as first point of contact for general correspondence including affiliation to Berks & Bucks FA and League, and discipline matters. |
| **Hours a Week (Approx):** | * 1. hours a week depending on the size of the club
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| **What will you be doing:** | * Attend club committee meetings
* Arrange a suitable venue for committee meetings and inform other committee members of arrangements
* Represent the club at appropriate meetings (League/County)
* Be the first point of contact for the club and disseminate information as appropriate
* Ensure the club is affiliated to the Berks & Bucks FA
* Maintain records of meetings correspondence in an effective manner
* Write agendas and minutes from club committee meetings and duplicate and distribute the minutes to all club members
* Respond to discipline cases within FA guidelines
* To act as a signatory on club cheques
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| **Equipment Needed:** | Computer to access Whole Game System, type minutes, emailMobile/Phone |
| **Desired Skills:** | * Communication skills
* Computer literate with access to computer.
* Access to email
* Organised
* Administrative skills
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| **Expenses Paid:** | Postage, stationary, phone expenses should be claimed  |
| **Training Available:** | The Berks & Bucks FA will offer workshops, 1 – 1 sessions, info guides, and support via phone, webex or email. |
| **Where the role will be carried out:** | Most of the role can be carried out at home although travel is required to meetings/matches |
| **Who will need updating on issues:** | As secretary it is important to pass information on to the relevant official like Chairperson, committee and coaches |
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