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 |
| **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 |
| **Equipment Needed:** | Computer to access Whole Game System, type minutes, email  Mobile/Phone |
| **Desired Skills:** | * Communication skills * Computer literate with access to computer. * Access to email * Organised * Administrative skills |
| **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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