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Leek Wootton Junior Football Club

Job Description - Club Secretary

The role of the Club Secretary includes the following tasks:

1. Write, receive and respond to all Club correspondence as required from the League, County FA, Leek Wootton Sports Club, sponsors and the like.
2. Provide assistance and act as liaison between team managers and League and County FA officials. Promptly pass on information and documents received such as letters, fixtures, registration forms etc. to club members when appropriate and maintain files appropriately.
3. Occasionally represent the Club at League meetings.
4. Complete and submit, annually, County FA Affiliation and League membership forms, giving full details of coming season's teams, managers and officials.
5. Record and minute all arrangements made at Club meetings and distribute minutes as appropriate.
6. Help with the arrangement of annual events such as the AGM and Presentation events.
7. Assist with the arrangements of any Club fund raising events, as required.
8. Act as a signatory for Club cheque's and liaise occasionally with the Treasurer with regards to any money issues.