



Role Outline: Secretary

NAME OF CLUB:	Whipton Youth Football Club
ROLE:	Secretary
RESPONSIBLE TO:	Club Committee

Typical Responsibilities:

- Official contact between club and County FA, the League and other clubs
- Ensure club affiliation and league membership are maintained
- Ensure effective correspondence and communication
- Takes and distributes minutes of meetings
- Registers all players and is contact for player ID cards
- Organises club meetings
- Maintains Charter Status
- Support the Club Committee in the efficient running of the club
- Communicating with various members within the club
- Assist the club to fulfill its responsibilities to safeguard children at club level