

JOB TITLE: Club Secretary

RESPONSIBLE TO: Livingston Hearts Executive Committee



- SKILLS REQUIRED:
- .Enthusiastic.
  - . Well organised.
  - . Prepared to make a regular time commitment.
  - . Confident at some public speaking

Duties and Responsibilities

To act as administrator handling all Club correspondence, all other communications and being a point of contact on behalf of the Club

Being the first point of contact for all Club enquiries

Follow all guidelines laid down by the Club and the SYFA

Attend meetings to represent the Club; e.g. league meetings, regional meetings etc.

Affiliating the Club to a league and the SYFA

Registering all Club players and officials

Dealing with all Club correspondence

To liaise with the Club’s opponents to arrange matches

To ensure that there is first aid cover during all Club activities

To hold regular Club meetings and Club executive committee meetings

To organise the Club’s AGM to review the Club’s Constitution and Rules.

In conjunction with the Chairman, to prepare agendas and minutes, and to ensure all required actions have been carried out.

To make funding applications on behalf of the Club

In conjunction with other Club officials hold meetings to liaise with players and the players’ parents.

To organise any special Club event

TIME COMMITMENT: As required

Signatures:

Secretary:.....

Date: .....

Chairperson: .....

Date: .....