



LIVINGSTON HEARTS COMMUNITY FOOTBALL CLUB JOB DESCRIPTION

JOB TITLE: Match Secretary 11 a-side.

RESPONSIBLE TO: Livingston Hearts Executive Committee.

SKILLS REQUIRED:

- . Enthusiastic.
- . Well organised.
- . Prepared to make a regular time commitment.

MAIN DUTIES:

- Co-Ordinate all 11 a-side weekend matches at James Young High School and Bankton East Playing Fields.
- Check that pitches are playable each week.
- Liaise with Team Secretaries about pitch bookings/availability.
- Liaise with Club Treasurer for billing proposes.
- Be familiar with all Club Procedures and Policies.

TIME COMMITMENT: As required

Signatures:

11s Match Secretary:.....
Date:

Secretary:
Date: