



## LIVINGSTON HEARTS COMMUNITY FOOTBALL CLUB JOB DESCRIPTION

**JOB TITLE:** Team Secretary

**RESPONSIBLE TO:** Team Committee and Livingston Hearts Executive Committee.

**SKILLS REQUIRED:** Enthusiastic.  
Well organised.

### MAIN DUTIES:

- Take on administrative duties as may be required for the team.
- Ensure the team and players are appropriately registered with the SYFA and WLSS.
- Ensuring that the team has representation at Club and Association meetings.
- Be familiar with all Club procedures and policies.

**TIME COMMITMENT:** As required

**Signatures:**

**Team Sec:**.....

**Date:** .....

**Secretary:** .....

**Date:** .....