



# Winnersh Rangers FC Secretary

## **Purpose of the Role**

To provide administrative support to the club's committee to ensure that it and the club functions efficiently.

This role is mandatory within the Club's Constitution

## **Roles & Responsibilities**

- Prepare the agenda for club meetings in consultation with the Chairperson
- Arrange date and time of club meetings
- Send adequate notice of meetings to committee members
- Collect and collate reports from office bearers
- Call for and receive nominations for committees and other positions for the club's AGM
- Take minutes of meetings
- Write up and issue minutes as soon as possible after the meetings
- Read, reply and file correspondence promptly
- Maintain files of key club documents such as constitution, grievance procedure; code of conduct, etc.
- Manage club grievances on behalf of the committee and bring issues to the committee for resolution where required
- Liaise with local leagues - process transfer applications; enter teams in competitions; represent the club at league meetings; register club/teams with local leagues; register club with local FA; authorise player registrations
- Respond to general duties as directed by the club committee.

## **Skills and experience**

- Effective communicator
- Good organiser
- Able to maintain confidentiality on relevant matters
- Good working knowledge of the club's constitution
- Conversant with email, MS Word, MS Excel
- Knowledge of league structure.