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# Assistant Club Secretary Juniors (None Committee Role)

## Role Description

The main purpose of this job is that of principal administrator for the club. The assistant Club Secretary supports the secretary in carrying out all the administrative duties that enable the club and its members to function effectively. The assistant Club Secretary is a pivotal role within the club, with a close involvement in the general running of the club. The assistant secretary provide the main point of contact for people within and outside the club on just about every aspect of the club’s activities.

## Commitment

Approximately 3/4 hours per week supporting the club secretary, and attending meetings at weekends and evening

## Responsibilities

1. Official contact between Club,County FA, leagues (also see League Secretary) and other clubs.
2. Ensure club affiliation and league membership, applies to join the leagues.
3. Ensure effective correspondence and communication.
4. Match day duties to support teams and officials.
5. Organizing the club AGM and other club meetings.
6. Representing the club at outside meetings at the direction of the main committee.
7. Dealing with correspondence.
8. Attend league meetings, responsible for voting.
9. Ensure all managers and coaches are conversant with league rules.
10. Pass on FA & County FA information to club members.
11. Help arrange training courses and book in conjunction with the volunteer co-ordinator.

## Constraints

1. None identified

## Accreditation Criteria

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| DBS | SafeguardingChildren | First Aid | ClubWelfare | FA Level1 | FA Level2 | FA YouthModule | LicencedCoach | Other |
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