



# **SCOTTISH PARA-FOOTBALL**

**ROLEDESCRIPTION FOR SECRETARY**

**This policy is written to underpin both Scottish Para-Football as well Para-Football Game Leader Organisations who are members of Scottish Para-Football. Therefore this policy will be adopted by each individual Para-Football Game Leader Organisation. If your concern relate to Scottish Para-Football please contact the National Office. However if your concern relate to a Para-Football Game Leader Organisation please contact their Committee directly.**

**Job Title:** Secretary

**Responsible to:** Club Committee

**Skills and Attributes required:**

- Enthusiasm
- Well organised
- Good at delegation
- Prepared to make a regular time commitment
- Confidence
- Good knowledge of the workings of the club
- Good written and spoken communicator
- Good knowledge of administrative procedures and rules

**Main Duties:**

1. Dealing with all club correspondence
2. Registering players on the appropriate forms
3. Affiliating the club to appropriate bodies
4. Organising and booking match facilities, transport etc
5. Attending league or association meetings
6. Organising the club AGM and other club meetings
7. Representing the club at outside meetings

**Time Commitment:**\_\_\_\_\_

## Document Control

### Document Details

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