



MORPETH TOWN JUNIORS

ROLE DESCRIPTION

CLUB SECRETARY (and Deputy Secretary)

Purpose of the Position

The main purpose of the job is that of principal administrator for the club. The Club Secretary carries out all the administrative duties that enables the club and its members to function. The Club Secretary is a pivotal role within the club, with a close involvement in the general running of the club and is the main point of contact for people within and outside the club on most of the club's activities.

Responsibilities & Duties

General

- A passion for child sports & grassroots football.
- Always place children's welfare first, escalate any concerns to the Club Welfare officer.
- Operate within the rules and spirit of the club's constitution, code of conduct and active policies.
- Consistently behave as a positive role model, gaining the respect and trust of the children's parents and people you work with.
- Work proactively with other club officials to develop a first class club.
- Promote the club's policies and those of the FA.
- Be an elected member of the clubs Executive Committee.

Role Specific

- Produce Agendas for AGMs, EGMs and managers' meetings.
- Record minutes of every committee and manager meeting.
- Act as a conduit for messages from the FA and Leagues to Team Managers and Coaches of all age groups.
- Hold an up-to-date database of teams, managers/coaches (including tel. no, FA no. and date of birth), grounds, leagues, training arrangements.
- Ensure there is club representation at all League or other meetings, either through attending personally or ensuring another volunteer at the club attends.
- Act on behalf of the club to vote on rule changes, seeking consultation from the General Committee and Management Committee.
- Distribute League Meeting Minutes; Handbooks and other materials to all Managers and Coaches.

- Complete submissions for Cup competitions
- League Registration for club.
- Complete Team Information forms for all teams in all age groups and submit to League on time.
- Complete Club FA Affiliation online via FA Whole Game (or equivalent)..
- Update Club Officials, Team Officials and Teams via FA Whole Game (or equivalent).
- Complete annual FA Accreditation Health Check via FA Whole Game (or equivalent), including a review of officials qualifications and chase outstanding qualifications / delegate as appropriate e.g. FA Level 1 Coaching; Criminal Record Check; Emergency First Aid; Safeguarding
- Pass invoices to Club Treasurer for payment
- Deal with club disciplinary matters including yellow and red cards and suspensions (in conjunction with other committee members as required)
- Liaise with Team Managers and Coaches to advise which games players will miss.
- Maintain an overview along with membership secretary of player registration, both with the league via FA Whole Game (or equivalent) and with the club (via the club's membership database). Individual team coaches will have responsibility for player registration with the league and to distribute club registration information.
- Liaising with other committee members on day to day club matters and actioning / delegating as required any matters arising
- Dealing with or distributing queries from within or outside the club.

Ensure the Executive Committee functions properly.

The club secretary should support the club chairperson to ensure the club's committee functions properly (see role description for club chairperson).

To represent the organisation

- Advocate and promote the club in the local community.
- Represent club members opinions at other FA levels e.g. county, advisory committee etc. as Required.
- Positively encourage and enthuse members of the club to get involved in activities and take responsibility for their actions.
- Ensure volunteers are thanked in an appropriate and timely manner.
- Ensure new members are made to feel welcome and included.

Essential Requirements

- Must hold or be able to hold a club Disclosure & Barring Service (DBS) Enhanced Criminal Record with Children's Barred List check before appointment at the clubs AGM.
- Hold a 'Safeguarding for Committee Members' qualification via the FA.

Desirable Requirements

- Experience in working within youth football or a similar organisation.
- Understanding of club administrative routines.

Essential qualities or behaviours

- Good written and verbal communication skills.
- High levels of organisation and commitment.

Desirable qualities or behaviours

- Commitment to promotion and ensuring the best interest of Morpeth Town Juniors are always protected.
- Attention to detail.

How much time will I need to give to the role?

Assuming the club get the correct structure in place, the role is primarily one of key club administrator, communicating internally and externally as required. Typically, 3-5 hours per week should suffice with some seasonal fluctuation (close season when club / teams / player re-registration for the following season is the busiest time of the year), but equally there will be weeks with very little involvement.

This time could be reduced via the appointment of a Deputy Secretary where the role responsibilities can be shared.

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