Lincolnshire Ability Counts League

**Secretary Role Profile**

* The secretary is one of the most important roles on the league committee. The main point of contact for clubs, the secretary will look after the administrative duties for the league including the use of the FA Full Time system.

**Roles & Responsibilities**

* Support the chairperson in effective running of the league
* Take minutes of meetings and distribute to member clubs
* Keep thorough records of all league business
* Action or distribute relevant correspondence
* Be the first point of contact for member clubs / county FA
* Organise league fixtures
* Take ownership of the FA Full Time System (fixtures, results– support provided)
* Liaise with confirmed facilities to ensure everything needed is provided and pitches set up ready

**Required Skills & Attributes**

* Organisation
* Time Management
* Good communication (verbal / written)
* Attention to detail
* IT skills / Technological competence (or a willingness to learn)

To apply, please use the link [here](https://forms.office.com/r/EgN1KC61QS) to express interest in the role.