



# COULD YOU BE A SECRETARY?

## Key Responsibilities

- Attend club/league committee meetings
- Arrange venues for meetings and inform other members
- Be the first point of contact for the club/league
- Represent the club/league at relevant meetings
- Ensure the club/league is affiliated each season
- Write agendas and minutes from meetings and send to others
- Disseminate all information to the relevant members
- Deal with all disciplinary cases (club specific)

## Responsible to:

Club or League Committee

## Key Relationships:

Managers, coaches, club/league volunteers

## Time Needed:

2 hour+ per week depending on the size of the club or league

## Skills Required:

Communication, organisation, computer literacy

For more information, contact [ian.skinner@northumberlandfa.com](mailto:ian.skinner@northumberlandfa.com) (male youth)  
[nicola.hepworth@northumberlandfa.com](mailto:nicola.hepworth@northumberlandfa.com) (female clubs)  
or [james.docherty@northumberlandfa.com](mailto:james.docherty@northumberlandfa.com) (adult male)  
alternatively call 0191 2700 700