**Ability Counts League – Committee Role Profiles**

**Chairperson**

**Key Tasks**

* Chairing League Committees & ensuring smooth progression of meetings
* Officer support and recruitment
* Representing League at CFA/Council/League Liaison Committees
* Meeting with prospective new clubs

**Key Skills**

* Connecting with volunteers and appreciating their roles
* Ensuring teamwork amongst key officers with varying interests and skill-sets
* Communication with league officers and CFA
* Understanding and knowledge of FA Rules

**Key Relationships**

* Other League Officers
* County FA
* Local Councils
* Sponsors

**Secretary**

**Key Tasks**

* Club affiliation to the League (already completed for this season)
* League Sanctioning (ensure league is sanctioned and clubs are affiliated with the CFA) (already completed for this season)
* League rules - ensure rules are sanctioned by the CFA and ready for approval at league AGM (already completed for this season)
* Be aware of changes to the Standard Codes of Rules, and requirements to adopt these.
* League Communications (to clubs, referees and league officers)
* Organisation of League AGM including production of the Annual Report
* Production of agenda for League Management Meetings
* Forward relevant correspondence to other league officers
* Book venues (already completed for this season)
* Appoint referees for 6 festivals
* Work with match day coordinator to schedule fixtures for 6 festivals

**Key Skills**

* Organisation and management of league correspondence
* Presentation of key information
* Organisation and management of league diary
* Understanding and knowledge of FA Rules and FA Directives
* Computer literate including Word, Excel and PowerPoint, as well as FA systems WGS and Full-Time (training provided)
* Good oral and written communication skills

**Key Relationships**

* Chairman
* Other League Officers
* County FA – Governance and Development
* Club Secretaries

**Treasurer**

**Key Tasks**

* League Accounts
* League Fines – issuing and collection
* Production of Audited Accounts
* Budgeting
* Collection of Subscriptions/Club League Fees
* Collection of Player Registration Fees
* Day-to-day bills and payments
* Collation and payment of Officer expenses
* League Insurance

**Key Skills**

* Ability to produce basic accounts
* Day-to-day management of budgets and finances
* Computer literate regarding Excel

**Key Relationships**

* Secretary
* Auditor

**Welfare Officer**

Key Tasks

* Ensuring good practice amongst clubs and club welfare officers
* Ensuring club welfare officers are suitably qualified
* Leading on the Implementation of Respect (where there is no specific Respect Officer)

Key Skills

* Knowledge of Welfare Issues and Best Practice
* Understanding of the Respect Programme and how it can be effectively applied through the league

Key Relationships

* Club Welfare Officers
* County Welfare Officer
* County RDO (for referees under 18)

**Match Day Coordinator**

Key tasks:

* Lead on running the Ability Counts Festivals
* Attend 6 Festivals per year
* Work with secretary to schedule fixtures
* Produce and distribute Festival Programmes
* Produce scorecards and distribute to referees
* Sign in teams and players
* Ensure correct teams are playing at correct times
* Ensure overall smooth running of the days

Key skills:

* Planning and organisational skills
* Event management
* Effective communication with officers, club managers and players
* Basic IT skills

Key relationships:

* League committee (particularly secretary)
* Club managers, coaches and players

**PLEASE NOTE: All positions and roles are flexible dependent on the skillsets of officer and availability of those that express an interest.**