



Role Profile of a Board and Council Secretary

The Amateur Football Alliance (Amateur FA) are looking to recruit a Secretary to provide administrative support to the voluntary Board and Council.

The Secretary role will receive an honorarium of £1000 per annum.

There are 6 scheduled Board meetings each year and up to 4 Council meetings.

Key Responsibilities:

- **Organise the meetings:** Working with the Chair of Board or Council and the Chief Executive, provide details of the meeting location (and if necessary, book the venue), timing, agenda, and papers to the members.
- **Record Minutes and the attendance at Meetings:** Provide draft minutes to the Board or Council Chair within 7 days of the meeting.
- **Maintain records:** Ensure that the minutes and agendas are stored (digitally), the action points list is kept up to date and the Forward Look schedule is maintained.
- **Oversee Board and Council Membership Lists:** Ensuring that all volunteer members are fully compliant and up to date with all training and compliance requirements (i.e Safeguarding, codes of conduct etc.)
- **Send notices of scheduled meeting**
- **Track board member terms:** Support new Board/Council members onboarding through the induction processes. Maintain the Amateur FA Board Tracker with support from the Chief Executive.
- **Ensure that key contact information is current:** Ensure the most current contact information for the Board/Council members is properly recorded.
- **Support the organisation of sub-committee meetings:** Work with sub-committee Chairs to help arrange meeting times and venues (may be online)

The Secretary will report to the Board Chair, and work with the Chief Executive and Council Chair. Meetings are often a hybrid of in-person or on Microsoft Teams. Where MS Teams is not the most appropriate tool, access is available to Zoom.

Essential Skills:

Administration Skills

Minute Taking

Use of various IT systems (training can be provided)

Reviewed

Jason Kilby, Chief Executive Officer – 2nd February 2024

Robert Hanison, Board Chair – 2nd February 2024