



General Secretary Vacancy

The West Yorkshire Association Football League is seeking to appoint a volunteer to fill the role of General Secretary which is to be made vacant following the league's Annual General Meeting in June 2021.

This is an exciting role to be part of the committee of the league which is recognised as a Regional Feeder League (Step 7) to the National League System, a Supply League and is a senior county adult male league within the West Riding Football Association catchment area. The General Secretary is the main point of contact for all football authorities (CFA/FA) and is responsible for managing all incoming and outgoing communication on behalf of the league

Please find below key tasks that the officer will be required to undertake;

League General Secretary Job Description

Key Tasks

- Monitoring Club affiliation to the League
- League Sanctioning with the West Riding Football Association
- League Rules - ensure rules and alterations to rules are in accordance with The FA Standard Code of Rules, sanctioned by the County FA and ready for approval at the league's Annual General Meeting (AGM)
- Liaising with representatives of The FA and leagues at Step 5/6 as required with regard to the System for Supply League Referees
- Raising charges for breach of rule/disciplinary measures and coordinating responses for presentation to the League Disciplinary Committee
- Production of League Handbook (hard copy and electronic copy)
- Managing the League – liaising with other league officers
- Day-to-Day league correspondence (forwarding relevant correspondence as necessary)
- League Communications (from/to league officers and clubs)
- Production of agenda and report to include correspondence for League Management Meetings
- Recording of Minutes of League, Annual General and Full Club Meetings
- Organisation of League AGM including production of the Annual Report
- Confirm and book venues for league meetings and events
- In conjunction with League Treasurer, arrange provision of seasonal divisional mementoes, collection and engraving of league trophies
- Co-ordinating application for membership and inspection of new clubs
- Organisation of league constitution and composition of divisions for new season
- Ambassador to project the league internally and externally

Key Skills

- Organisation and management of league correspondence
- Organisation and management of league diary
- Understanding and knowledge of FA Rules and FA Directives
- Computer literate to include use of The FA Whole Game System (WGS) and the league's Full-Time website
- Good oral and written communication
- Excellent interpersonal skills

Key Relationships

- Chairman
- Other League Officers
- Club Secretaries
- County FA – Football Services and Football Development
- The FA
- District FA's

An annual grant towards expenses will be paid for the role with an attendance allowance also payable for any meetings that the candidate is required to attend on behalf of the role.

For an informal conversation regarding the role please contact;

Stuart Marsden (Acting Secretary) Tel: 0756 845 0775 Email: secretary@wyafll.co.uk or

To apply for the role, please send your application letter outlining why you would make a good candidate for the role of General Secretary to Stuart Marsden secretary@wyafll.co.uk by Friday 14th May 2021.