

# LINCOLNSHIRE CO-OP WOMEN & GIRLS LEAGUE



## POSITION – SECRETARY

- 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

### *Required Skills & Attributes*

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

Please submit your expression of interest for the position of Secretary to  
[stuart.houlton@lincolnshirefa.com](mailto:stuart.houlton@lincolnshirefa.com) by Friday 24<sup>th</sup> June 2022

