



Fintan Football Club

Role Description & Person Specification Document

Role Title:	Minutes Secretary/Administrator		
Club Tier Level:	Level 4: Executive Committee		
Terms Of Election:	Elected By Vote	Election Date:	At Annual General Meeting
Post Held For:	One Year	Re-Election Permitted:	Yes
DBS Status:	Not Required	Safeguarding Status:	Not Required

Election Procedure:

All candidates who are interested in being appointed onto the committee are encouraged to register their interest by emailing the chairman on chairman@fintanfc.co.uk. All applications must be submitted via the club website where any vacant positions will be advertised. If several applications are received for the same vacant position, the election will be made based on a ballot or vote.

Vacancies will be advertised on the club website: www.fintanfc.co.uk.

All applicants must be seconded, by a member of the committee, prior to election at the AGM.

Job Description

ROLE PURPOSE

The purpose of this role is to support the Secretary with the admin and preparation for committee meetings and annual/special general meetings. In addition to this key duty, the Minutes Secretary will act as 'clerk to the committee' and assist the Secretary and Chairman with vital paperwork that is required to function.

ROLE DUTIES

- Support the Secretary to produce the agenda, minutes and meeting schedules in accordance with the club constitution.
- Collate all officer reports in advance of the scheduled meetings so that meetings are structured, purposeful and well-documented.
- Work in collaboration with the Chairman to ensure all documents are completed and signed in accordance with the club constitution.
- Using the Google Drive system, organise and store all relevant documents on behalf of the executive committee and club.
- Act as 'Clerk to the Committee', ensuring all planning and administration related to meeting planning and execution is carried out to the highest standard.

PERSON SPECIFICATION

Essential

- Well organised, efficient and able to work to deadlines.
- Exemplary written and spoken English skills.
- Easily contactable and willing to work as a clerk to the Chairman & Secretary.

QUALIFICATIONS AND TRAINING REQUIREMENTS

Essential: No football related qualifications required.

Desirable: Relevant administration qualifications a bonus.

ADDITIONAL NOTES

This role does not carry voting rights but must be able to handle sensitive and personal information with the greatest of confidentiality.

Role Terms & Conditions: Acceptance Contract

Job Title:	Minutes Secretary/Administrator		
Date of Election:		Post to be held for:	One Season - Until AGM
Personal Details			
Full Name:			
Address:			
Date of Birth:			
Declaration			
<p>I confirm that I accept the position of Minutes Secretary/Administrator of Fintan Football Club.</p> <p>I will act in the best interests of the club at all times and uphold the Club's Constitution and moral values.</p> <p>I understand I may have access to confidential information and that unauthorised disclosure of this information to third parties will result in disciplinary action by the committee and may result in dismissal.</p> <p>I will keep the committee informed of any changes to my personal circumstances that may affect my position within the club.</p> <p>I understand that the role takes precedence over playing for the Club.</p> <p>I accept the roles and responsibilities as listed on the Role Description for the position of Minutes Secretary/Administrator.</p>			
Signature of Acceptance			
Print Name:		Date:	
Signature:			