



Fintan Football Club

Role Description & Person Specification Document

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|---------------------------|------------------------------|-------------------------------|---------------------------|
| Role Title: | Secretary | | |
| Club Tier Level: | Level 2: 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.

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

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

Job Description

ROLE PURPOSE

The focus of this role is that of principal football administrator for the club. The Secretary carries out or delegates all the administrative duties that enable the club and its members to function effectively. The Secretary is a pivotal role within the club, with a close involvement in the general running and effectiveness. The Secretary provides the main point of contact for people within and outside the club on just about every aspect of the club's activities.

ROLE DUTIES

- In the absence or no-appointment of a Minutes Secretary, produce agendas for AGMs, EGMs, committee meetings and managers meetings.
- In the absence of a Minutes Secretary, record minutes of every committee and manager meeting (or line-manage if a Minutes Secretary is appointed).
- Act as a conduit for messages from the FA and Leagues, to Team Managers and Coaches of all age groups.
- Hold an up-to-date database of teams, managers/coaches (including tel. no, FA no. and date of birth), grounds, leagues, training arrangements.
- Ensure there is club representation at all league meetings, either through attending personally or ensuring another volunteer at the club attends.
- Act on behalf of the club to vote on rule changes, seeking consultation from the General Committee and Management Committee.
- Distribute League Meeting Minutes; Handbooks and other materials to all Managers and Coaches.
- Lead on communication with the local council and private letting providers to book and oversee match pitch and training bookings. Ensure the invoice is accurate when cross-referenced with our usage.
- Complete submissions for cup competitions through the county association and local league.
- Complete team information forms for all teams in all age groups and submit to the League on time – details include team name, ground, directions, manager details, kit colours etc.
- Complete club affiliation form(s), sign (Secretary and Chairman) and submit to league(s), including affiliation number.; Club Secretary details; Chairman details; Club Welfare Officer details.

- Create and manage an annual registration form (Google Forms) after the club's AGM (to be completed by all new and renewing club members) which will require any information that the club should need about its members, in line with all data protection and safeguarding policies.
- Maintain a password protected club registration database.
- Liaise with the Treasurer and Team Managers to ensure all members are fully registered.
- Write an officer report ahead of each committee meeting to report on developments and items for discussion.

Whole Game Duties:

- Update and add club members to the club's Whole Game System (WGS).
- Update Club Officials, Team Officials and Teams.
- Complete Charter Standard Annual Health Check, including:
 - Review and check teams.
 - Review team officials Qualification Report.
 - Chase outstanding qualifications e.g. FA Level 1 Coaching; Criminal Record Check; Emergency First Aid; Safeguarding etc.
- Forward invoices to the Club Treasurer for payment and ensure they are paid on time.
- Deal with red cards and suspensions:
 - Acknowledge red cards.
 - Liaise with Team Managers and committee - lodge claims against red cards if appropriate.
 - Advise FA of matches to be missed where suspensions apply.
 - Liaise with Team Managers and Coaches to advise which games players will miss.
 - Arrange for invoices to be paid by the Treasurer.
- Complete Club Safeguarding Commitment.

PERSON SPECIFICATION

Essential

- A clear passion and unwavering commitment to the club.
- Well organised, efficient and outcome driven.
- Exemplary written and spoken English skills.
- Easily contactable, ever-present and prepared to be a leading figure in the club.

QUALIFICATIONS AND TRAINING REQUIREMENTS

Essential: No football related qualifications required.

Desirable: Relevant administration qualifications a bonus.

ADDITIONAL NOTES

As the first point of contact for the club, it is preferable for the Secretary to be available to take phone calls/respond to emails during the working day, or, essentially, to respond to them as a matter of urgency thereafter. The club is keen to support the Secretary in the use of modern office technology to assist them in their job - such as Google Suite. This is a demanding, high profile role that has a major impact on the efficient and effective management of the club. The Secretary has contact with a wide range of people from within and outside the club. Representation of the club at external meetings provides the opportunity to liaise with league officials and other club secretaries at league and county level. Therefore, a charismatic and affluent individual would be preferred. The secretary must report and liaise with the Club Chairman on all matters.

Role Terms & Conditions: Acceptance Contract

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|--|-----------|-----------------------------|------------------------|
| Job Title: | Secretary | | |
| 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 Secretary 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>As Secretary of the Club, I understand I will be expected to represent the club and players in any action against the Club, either by Gloucestershire County Football Association or the affiliated League Committee.</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 Secretary.</p> | | | |
| Signature of Acceptance | | | |
| Print Name: | | Date: | |
| Signature: | | | |