



Winnersh Rangers FC Secretary

Purpose of the Role

To provide administrative support to the club's committee to ensure that it and the club functions efficiently.

This role is mandatory within the Club's Constitution

Roles & Responsibilities

- Prepare the agenda for club meetings in consultation with the Chairperson
- Arrange date and time of club meetings
- Send adequate notice of meetings to committee members
- Collect and collate reports from office bearers
- Call for and receive nominations for committees and other positions for the club's AGM
- Take minutes of meetings
- Write up and issue minutes as soon as possible after the meetings
- Read, reply and file correspondence promptly
- Maintain files of key club documents such as constitution, grievance procedure; code of conduct, etc.
- Manage club grievances on behalf of the committee and bring issues to the committee for resolution where required
- Liaise with local leagues - process transfer applications; enter teams in competitions; represent the club at league meetings; register club/teams with local leagues; register club with local FA; authorise player registrations
- Respond to general duties as directed by the club committee.

Skills and experience

- Effective communicator
- Good organiser
- Able to maintain confidentiality on relevant matters
- Good working knowledge of the club's constitution
- Conversant with email, MS Word, MS Excel
- Knowledge of league structure.