

## **Barry Town United Walking Football Secretary Job Description**

The Barry Town United Walking Football Secretary's primary responsibility is to provide administrative support to the role of Chairperson.

Much of the hands-on administrative effort may be delegated to other Barry Town United Walking Football officers and volunteers, but overall responsibility for ensuring a well-run club administration lies with the Secretary.

The role of Barry Town United Walking Football Secretary is a pivotal one and as a result is one of the most time-consuming roles at the club. The Secretary works in tandem with the Chairperson and with other members of the Barry Town United Walking Football Committee as required.

The Barry Town United Walking Football Secretary is also responsible for coordinating, announcing and minuting club meetings such as the club AGM.

**The duties of the Barry Town United Walking Football Secretary include, but are not restricted to:**

### **Organising meetings**

- Planning club meetings with the Chairperson and agreeing an agenda with all relevant club officers
- Circulating details of meetings (time, location, agenda etc.) to club members
- Taking minutes and circulating to the meeting attendees
- Following up with relevant parties on key actions arising from meetings
- Ensuring meetings adhere to procedures of the club constitution

### **Correspondence & Communication**

- Initiating and responding to all club correspondence (dealing with queries and official correspondence etc.)
- Filing all club correspondence (incoming & outgoing)
- Adhering to Governing Body rules on communication (e.g. format/timing of response to written communications)
- Compiling a report on club activities for AGM
- Creating and maintaining appropriate club social media (WhatsApp) groups
- Communicating with external parties such as clubs, leagues, governing bodies.
- Keeping updated records of contacts for national and regional organisations.
- Updating club members, volunteers and officers on club matters.
- Representing the club at external meetings

### **General Administration**

- Managing club registration and team affiliation
- Keeping an accurate record of contact details for members, officers and third parties (in conjunction with club Inclusion and Development Officer)

- Handling club insurance and related paperwork (e.g. filing of injury claims)
- Maintaining appropriate records of club documents such as the club constitution and code of conduct
- Assisting the Chairman in strategic planning of ongoing club development
- Reporting to the committee during the year.
- From time to time, other duties as agreed by the Barry Town United Walking Football Committee