

Bonnyrigg Rose Community Football Club



JOB DESCRIPTION SECRETARY

Job Title: Secretary

Responsible to: Club Committee

Skills and Attributes Required:

- Enthusiasm
- Well organised
- Good at delegation
- Prepared to make a regular time commitment
- Confidence
- Good knowledge of the workings of the club
- Good written and spoken communicator
- Good knowledge of administrative procedures and rules

Main Duties:

1. Dealing with all club correspondence
2. Registering players on the appropriate forms
3. Affiliating the club to appropriate bodies
4. Organising and booking match facilities, transport etc
5. Attending league or association meetings
6. Organising the club AGM and other club meetings
7. Representing the club at outside meetings



Bonnyrigg Rose Community Football Club, Poltonhall Sports Complex, 7a Poltonhall Avenue Road,
Bonnyrigg, EH19 2NU, Registered Charity SC050923

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Time Commitment: _____

SIGNATURES

Secretary
Date

Chairperson
Date