



Hamsey Rangers Football Club

John Fisher Sports Club, Limpsfield Road, Wokingham, Surrey

Chairman: Martin Tomlin, Treasurer: Sarah Tomlin, Child Welfare Officer: Audrey Barrett
Secretary: Lisa Courtney, 112 Orchard Road, Sanderstead, Surrey CR2 9LQ
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SECRETARY

PERSON SPECIFICATION

Reports to: HRFC Membership

Role Summary: Undoubtedly, the most important person in the Club is the Club Secretary. All correspondence concerning any matter relating to the club must come from the Club Secretary only. The Club Secretary can allocate to Club Committee Members (Fixture Secretary, Referee Secretary, Kit Manager and Social Secretary, astro training). The Secretary is also held responsible for any action or misdemeanour committed by it's members or supporters.

It will always be the Secretaries job to:

1. Affiliate to and communicate with the County Association
2. Apply to and communicate with League or Leagues the club belong to.
3. Keep register of all club Officials and players
4. Arrange club meeting and Circulate meeting minutes and keep a minute book.
5. Notify both County & League(s) of any changes in personnel
6. Share all major decision and disciplinary matters in the club
7. Pitch Hiring
8. Notification to Managers and Opponents of venue and time
9. Kit and equipment management
10. Referee notification
11. Result notification to the Leagues
12. Liaise with club Treasurer over club accounts

At present this Secretary is responsible for

- Organise all winter training
- Club Tournaments
- First Aider
- Advertisement
- Pitch Allocation
- Liaise regarding Registrations and Transfer of players with Treasurer

Remember: A club stands or falls on the efficiency of it's Secretary. A Secretary must be supported by the rest of the club.

Reviewed August 2010



www.hamseyrangersfc.net
Sport in the Community