



# Bunbury Youth Football Club

Bunbury Playing Fields  
Hurst Close  
Bunbury  
Cheshire  
CW6 9QP

## Roles and Responsibilities of:

### Club Secretary

Bunbury Youth Football Club takes its responsibilities very seriously towards operating a safe environment for all its players, officials and supporters and those of visiting organisations.

#### General

- Always place children's welfare first, escalate any concerns to the Club Welfare officer
- Operate within the rules and spirit of the clubs constitution, code of conduct and active policies
- Consistently behave as a positive role model, gaining the respect and trust of the children and people you work with
- Ensure training and qualifications are relevant and current for the role being performed
- Undertake a risk assessment of all activities undertaken
- Work Proactively with other club officials to develop a first class club
- Promote the clubs policies and those of the FA
- Be an elected member of the clubs Executive Committee

#### Role Specific

- Official contact between club and County FA and other clubs
- Ensure club affiliation and league membership
- Work closely with the Club's Chairperson, Treasurer and Welfare Officer and other appointed Officers in ensuring the smooth running of the club
- Work with club officers and volunteers to ensure relevant Health & Safety and Safeguarding Children procedures are implemented and complied with
- In conjunction with the club committee, club officers and head coaches ensure the club programme of activities is exciting and varied
- Positively encourage and enthuse members of the club to get involved in activities and take responsibility for their actions
- Lead the development and maintenance of the clubs business plan
- Ensure volunteers are thanked in an appropriate and timely manner
- Ensure new members are made to feel welcome and included
- Match day duties to support teams and officials
- Ensure referees are recognised and supported

#### Ensuring meetings are effectively organised and minuted

- Liaising with the Chair to plan meetings
- Receiving agenda items from committee members
- Circulating agendas and reports
- Taking minutes
- Circulating approved minutes
- Checking that agreed actions are carried out.



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### Maintaining effective records and administration

- Keeping up-to-date contact details (i.e. names, addresses and telephone numbers) for the executive committee and club members
- Filing minutes and reports
- Compiling lists of names and addresses that are useful to the organisation, including those of appropriate officials or officers of voluntary organisations.
- Keeping a record of the organisation's activities
- Keeping a diary of future activities

### Upholding legal requirements

- Acting as custodian of the organisation's governing documents
- Checking quorum is present at meetings
- Ensuring elections are in line with stipulated procedures
- Ensuring organisation's activities are in line with its objects
- Ensuring charity and company law requirements are met
- Organising and sitting on appraisal, recruitment and disciplinary panels, as required

### Communication and correspondence

- Responding to all committee correspondence
- Filing all committee correspondence received and copies of replies sent
- Keeping a record of the club's publications (e.g. leaflets or newsletters)
- Reporting the activities of the organisation and future programmes to members, the press and the public
- Preparing a report of the organisation's activities for the year, for the Annual General Meeting