

# Swindon and District Football League

Formed in 1891



## JOB TITLE:

League Secretary

## OBJECTIVE:

To ensure League is sanctioned and all clubs are affiliated with the CFA.

## RESPONSIBILITIES:

- Club affiliation to the League.
- League Sanctioning (ensure league is sanctioned and clubs are affiliated with the CFA)
- League Rules – Ensure Rules are sanctioned by the County FA, and ready for approval at the league AGM.
- Be aware of changes to the Standard Code of Rule, and requirements to adopt these.
- Day to day League correspondence.
- League communications to Clubs and League Officers.
- Organisation of League AGM.
- Production of League Handbook (Hard copy)
- Provide printed stationery and forms.
- Recording and circulation of Minutes of League meetings.

## RELATIONSHIPS:

- Chairman
- Other League Officers.
- County FA – Governance and Development.
- Club secretaries.
- External printers.
- Local media.
- Other Leagues.

## ACCOUNTABILITY:

- The Secretary is accountable to the Chairman.