Fund-raising Secretary Who will I be responsible to? The Club Committee.

Who will I be responsible for? Fund-raising Committee.

What is the role of the Fund-raising Secretary? To raise funds for the club.

What else can you tell me about the job? It is essential to have good organisational skills, be innovative, enthusiastic and prepared to make a regular time commitment. It would be useful if you have completed grant applications. Training courses and support are available through County FAs.

How much time will I need to give to the job? On average three or four hours each week, but this could rise to eight hours around the time of fund-raising events.

What sort of tasks are involved? Tasks will include:

• Applying for grants / sponsorship or other forms of financial assistance from organisations such as Sport England/ Football Foundation, Local Authorities or commercial companies;

• Coordinating fund-raising events, possibly two major events a year;

• Ensuring events and activities are properly licensed with local authorities;

• Promoting fund-raising activities in press (where there is no PR Officer);

• Ensuring that funds are properly accounted for and information is passed on to the Treasurer;

• Selling of lottery style draws/raffles

Media Secretary Who will I be responsible to? The Club Committee.

Who will I be responsible for? PR / Media Committee (if club has one).

What is the role of the Media Secretary?

• To raise the profile of the club in the local community;

• To be available to talk to local media;

• To coordinate weekly match reports for all teams and age groups to be forwarded to the local press;

• To edit the match day programme.

What else can you tell me about the job? As the Media Secretary, it is essential to have good communication skills and ability to produce coherent match reports, press releases and so on. Access to a fax, telephone and computer with email are necessary.

How much time will I need to give to the job? Approximately two hours per week.

What sort of tasks are involved? Tasks will include:

• Produce weekly match reports for inclusion in the local paper;

• Produce a club news sheet twice a season;

• Coordinate production of programme for home games;

• Produce general interest stories about the club for the local press;

• Ensure that the club is featured in locally produced sports magazines.

 Schools Liaison Officer What is the role of the Schools Liaison Officer? The main purpose of the job is to develop links and foster effective relationships with local schools.

What else can you tell me about the job? The Schools Liaison Officer can help facilitate sharing of resources and knowledge, support recruitment of new players to the club and create a clear pathway for young players from school based football to the club.

The role requires you to be the first point of contact with local schools, and it would be beneficial to have an understanding of schools and what is important to them in order to develop the best possible relationship.

The role may require presentation skills, flexibility during the day to meet teachers and an understanding of your whole club’s ethos and its future plans.

How much time will I need to give to the job? Approximately four to six hours per month.

What sort of tasks are involved? Tasks will include:

• Meet the Primary Link Teachers or member of PE staff at local schools;

• Promote the club in school assemblies, on notice boards, at parents’ evenings and so on;

• Discuss the ongoing development of the young players who attend the school and the club with teachers;

• Identify gaps in provision or where the school might need further support and highlight ways that the club could help;

• Support the secondary schools with the running of primary school mini soccer festivals;

• Identify potential placements for young volunteers having completed their Junior Football Organiser’s course at school as part of the Step into Sport

Social Secretary Who will I be responsible to? The Club Committee.

Who will I be responsible for? The Social Committee.

What is the role of the Social Secretary? The main purpose of this job is to organise social events to bring the players, officials and parents together in a social setting to enhance relationships within the club.

You may also wish to consider inviting local dignitaries to develop and improve your club’s relationships within the community or representatives from any sponsors of the club. In both instances you should liaise with the Club Secretary.

What else can you tell me about the job? As Social Secretary, you must be enthusiastic, motivated, have good communication skills and be well organised and committed.

How much time will I need to give to the job? Approximately three hours per month.

What sort of tasks are involved? Tasks will include:

• Organising a pre-season event and at least two other social events per year;

• Organising an end of year event;

• Organising a Christmas function;

• Booking venues and entertainment