

**SECRETARY' S RESPONSIBILITIES .**

The Secretary's first priority is to promote the Aims of the Club.

The Secretary is to ensure all players are registered with the Club and is to retain all Player Club Registration forms.

The Secretary is to ensure that all Players are registered with the relevant Football Association and provide assurance of said to the Team Managers.

To receive and forward Match cards.

To forward fines and ensure all fines are paid to the FA within a reasonable time scale.

Attend monthly meetings, take minutes and distribute.

Keep the Committee updated with any FA rulings etc.

To deal promptly with all Club correspondence.