



JTC JERSEY WANDERERS SECRETARIAL ROLE

The Secretarial job is mainly around being the communications hub within the Club and interfacing with the 'outside world'. It also involves ensuring compliance with football rules and regulations and representing the club at various meetings with outside bodies, mainly the JFA. On average, the role takes up approximately 2 hours per week with additional time required when meetings take place or during the affiliation period.

The current main secretarial roles are:

1. **Communications gatekeeper role**

The main part of the role is being the primary Interface between the Club and the JFA on matters that affect the club. This is largely receiving incoming email and answering or distributing to Club Officials, Managers etc. as appropriate for answering. The Head of Football deals with most of the football related e-mails received.

2. **Meetings**

Arranging Board meetings, sort agendas and taking minutes at the meetings. Attend internal Club meetings as required.

3. **Data Management**

Logging into JFA Whole Game System Portal (WGS) and updating when required. This system shows the club dashboard and information about the club. It lists Officials, Managers, Players, Suspensions etc. and is simple to use.

4. **Affiliation**

Annual affiliation of club and teams to JFA and JFC. This is a once a year job in June/July and requires details of teams and managers etc. to be input into the WGS portal.

5. **Charter Standard**

A separate position of Charter Standard Coordinator has been created to deal with this process. The Secretary would be required to assist but only on a minimal basis.

6. **Discipline**

This is handled by our Disciplinary Secretary but liaison with the Secretary is essential.

7. **Safeguarding**

The WGS provides a record and audit of Officials and managers qualifications so as we can ensure that all managers have, for example, valid Criminal Records Checks, Safeguarding Children etc. This is a job for the Club Welfare Officer but requires Secretarial support to assist with the audit.

