



WCB JOB DESCRIPTION – SECRETARY

- Completion and return of annual affiliation forms.
- Membership submission
- Create admin framework for season.
- Member liaison.
- Record minutes at AGM
- General Everton liaison.
- Prepare a successor

Task	Detail	When
Completion and return of annual affiliation forms.	Ensures that the club is officially recognised by Everton as a regional supporters club and enables us to order match tickets for members.	Beginning of each season.
Membership submission.	Forward a copy of the membership list to Everton for their records – part of the affiliation process.	Twice per season – August and January.
Create admin framework for season.	Set up a folder and number of spreadsheets to keep track membership details.	Beginning of each season.
Member liaison.	Respond to requests from new and existing members for information – order dates, costs, pick up points, coach times, club rules, practical match day arrangements, shared transport (where no coach or for away games) etc. Contact members in event of fixture changes etc which may affect ticket/travel requirements.	As required.
Record Minutes	Record the minutes at the AGM and prepare the document for distribution	Annually
General Everton liaison.	Receive and supply information regarding supporters club events – flag parades, end of season awards etc.	As required.
Prepare a successor	The preparing of a successor requires full briefings on the role, problem solving and mentoring.	As required