**County Secretary**

**Role Description**

The Secretary is the chief administrator in the county, responsible for the day-to-day management of the county board activities. The Secretary has a key role to play in ensuring that effective communication exists between all County Committee Officers and between the County Committee and the Clubs of the County. The Secretary must enhance the Association’s activities by working with existing officers of the County Board and subsidiary Boards, help form a collective vision for the county to meet the challenges faced by the Association.

*Reports/accountable to*

* Chairperson/ County Committee

**Responsibilities**

1. Effective administration of the County affairs

* Responsible for the day to day administration and coordination of the County Board activities
* To maintain good communication lines with all clubs in the county
* To manage all official correspondence to the Central and Provincial Councils in connection with County and Club matters
* To ensure up-to-date records are kept of committee memberships
* Deal with and sign **transfers** (inter-club and inter-county) and sanctions. These forms should be forwarded to the relevant body.
  + Inter-club Transfer within County – sent to you as county secretary
  + Inter-club/County Transfers within Province – sent to Provincial administrator
  + Inter-club/ County Transfers outside the Province – sent to Head Office
  + Summer Sanctions – forwarded to Head Office for approval

*Important to inform Head Office of return of players on Summer Sanctions to Ireland*

* Ensure players have correctly completed **injury forms**, i.e. all sections are completed, all information is correct and all signatures are obtained. When the form is in order, it should be signed and forwarded immediately to LGFA, Croke Park, Dublin 3

1. Development and implementation of the County Fixture Plan

* Develop a master fixture plan for the county each year

1. Keeping records

* Ensure that all the following records are maintained:
* Matches
* Venues
* Dates and winners
* Membership and player registration records
* Record of all correspondence
* Minutes of meetings
* To ensure up-to-date records are kept of committee memberships

1. Meetings

* The Secretary must ensure that all arrangements for meetings are met:
* Responsible for the preparation of meeting agenda in consultation with the Chairperson
* To circulate agendas and any supporting papers in good time
* To minute meetings and circulate the draft minutes to all committee members with all other relevant documentation

|  |  |
| --- | --- |
| SKILLS | KNOWLEDGE |
| * Excellent communication (verbal and written), and interpersonal skills * Excellent influencing skills * Excellent ability to manage people/resources and build and sustain good team relationships and manage conflict * Strong leadership and decision making skills * Excellent negotiation skills * Excellent strategic skills and innovative thinking in order to develop/contribute to vision and implement strategy * Effective presentation skills * Very good time management and organisational skills in order to effectively manage self, others and plan, initiate, develop and implement projects * Effective numerical and analytical skills | * **Be familiar with The official guide and all County by-laws** * **Clear and detailed knowledge of LGFA’s structures, rules, regulations and procedures at all levels of the Association** * **Clear and detailed knowledge of the LGFA’s coaching schemes and initiatives** * **Clear and detailed knowledge and management of financial systems and accounts in order to manage day to-day County Committee finances (in association with the Treasurer)** * **Working knowledge of IT related packages and systems** |