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| A close-up of a logo  Description automatically generated | **General Secretary**  **Ian Hamilton** |
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| **Job Description**: | *League Contact* - First point of contact for all activities on the Cheltenham League.  *League Affiliation* – Ensure the League is affiliated and insurance covered for each season by the due date.  *League Meetings* - To plan and to minute all League Meetings.  *Minutes* - To ensure timely distribution of all minutes / forms of communication to our Clubs, Committee and other interested parties.  *Availability to Clubs –* Be available to all clubs for questions and answers to timely and pertinent queries. Act as a confidential ear to Clubs who want to raise in-confidence queries.  *Route to other League Officers –* Provide clubs & other parties with the ability to have their queries answered by the appropriate League Officer who is the expert in their particular field.  *Referees Secretary Cover*– Act as point of contact for our referees’ secretary when he is on shift over a weekend.  *GFA Councillor* – Act as the League’s nominated GFA Councillor, attending all meetings and representing the League, assuring our point of view is expressed appropriately.  *Consult/Communicate with County FAs -*  Regular contact and updates with the GFA and WFA CEO’s and Football Services Managers.  *Other External Meeting attendance* – Attend meetings, briefings, forums on behalf of the League.  *Sponsorship and Charities Liaison*  – Ensure sponsors are happy with their coverage on the various League internet presence. Regular contact with the Charities showing our support and commitment to them.  *Trophies & Medals* – Ensure these are ordered in a timely manner, are of an acceptable quality and offer good value for money.  *Contact with other local leagues –* League POC for communications and dialog with other leagues, looking at current and future issues.  *Futures –* Set up and plan future sessions around rules, League Format, Cups and other initiatives.  Charity Cup– Set up (with the Fixtures Secretary) all Semi-Finals & Finals, ensuring all admin and arrangements are in place.  *Website / Twitter / Facebook* – Ensure all information is up to date and relevant with adherence to the appropriate social media rules and regulations as per the GFA/FA guidance. Work with our League point of contact for updates. |
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| **Conflict of Interest declaration:** | I have no associations with any club, so I have **no conflict of interest** to declare. |