

Radley AC

Job Description

Fixtures Secretary

1. Receive all correspondence with regard to fixtures and pass to relevant contact within Club (e.g. Team Manager).
2. Post out directions and any other details with regard to home fixtures.
3. Reply to (accept/decline) any invitations to attend meetings such as Trophy meetings to which we are invited to annually.
4. List all correspondence received, sent, actioned etc for Committee Meetings (approximately monthly) and provide a copy to Secretary for inclusion in minutes.
5. Book Track facilities and first aid for home fixture.