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| A close-up of a logo  Description automatically generated | **Vice Chairman & Results Secretary**  **Ben Hill** |
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| **Job Description**: | **Vice Chairman:**  To step in for the Chairman as & when required. Be available for management meetings, AGM and any additional meetings that become necessary.  **League Results Secretary:**  To collate from the following sources:  *Match Results* – collect information from SMS result texts. Keep a record of any late, incorrect or non-received texts and file for League Disciplinary/Rule Infringements Secretary  *Team sheets* – collect information from match team sheets. Keep a record of any late, incorrect or non-received sheets and file for League Disciplinary/Rule Infringements Secretary.  *Match notification* – collect information from notification emails. Keep a record of any late, incorrect or non-received notifications and file for League Disciplinary/Rule Infringements Secretary  **Media Interaction Officer:**  Liase with local press where necessary.  **Cup Final Programmes**  Coordinate cup final programmes with clubs, design artist and printers. Inform local press of cup dates for all league finals.  **Full-Time administration**  Update, when necessary, information on clubs, club administrators and officials. |
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| **Conflict of Interest declaration:** | I am a Vice President of Kings FC with no active involvement with the club’s management committee. |