|  |  |
| --- | --- |
| A close-up of a logo  Description automatically generated | **Vice Chairman & Results Secretary****Ben Hill** |
|  |  |
| **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. |
|  |  |
| **Conflict of Interest declaration:** | I am a Vice President of Kings FC with no active involvement with the club’s management committee. |