



Roles & Responsibilities

Club Secretary

- Co-manage and take on co-Directorship for Garforth Tigers Ltd (lease with LCC)
- Principal administration officer- the main link between members, executive committees and outside agencies.
- First point of contact for an outsider.
- Point of reference between league and teams.
- At the forefront of the work of the organisation.
- Writes agendas and minutes in club meetings.
- Encourages and facilitates teams/members/club sponsorship opportunities.
- Produces newsletters/publicity material if no publicity officer exists.
- Ensures that all information on the website is accurate and up to date.
- Books pitch(es).
- Recruit, encourage, develop and organise training for all club coaches and acts as point of contact for all coaching queries.
- To create links with and promote junior rugby within local schools.
- Oversee registration/transfers of players

Garforth Tigers ARLFC, Glebelands, Ninelands Lane, Garforth, Leeds, LS25 1NT

w: www.garforhtigers.com e: tigers@garforhtigers.com

Chairman: Mark Wood **Secretary:** Sarah Wood **Treasurer:** Ian Watkinson
Club Welfare Officer: Cath East **Club Development Manager:** Matt Forward