



Roles & Responsibilities

Club Secretary

- Co-manage and take on co-Directorship for Garforth Tigers ARLFC 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.
- Ensures that all information on the website is accurate and up to date.
- Recruit, encourage, develop and organise training for all club coaches and acts as point of contact for all coaching queries.
- Oversee registration/transfers of players.
- Ensure the required level of kit and equipment is held for members.

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

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

Chairman: Matthew Baker (Interim) **Secretary:** Sarah Wood **Treasurer:** Ian Watkinson

Club Welfare Officer: Beth Stainburn **Club Development Manager:** Matthew Baker