

County Secretary Duties

- To handle all correspondence to and from the Association in a professional manner.
- To keep a complete register of all affiliated leagues and recognised personnel within the Association.
- To provide an agenda of all points required to hold a full meeting of the Association, record minutes of meetings of the Association and provide copies of those minutes to the next meeting.
- To assist where required in supplying information to National and Regional Committees.
- Supply all information required to the various officials and sub-sections within the Association.
- Receive and authorize all ID Documentation collected by the Treasurer and input relevant information into the National Registration Database in line with prescribed deadlines
- Attend Regional Meetings throughout the year, and attend the National AGM each year on behalf of the County.