



Hampsthwaite & Birstwith

Junior Football Club

Club Vacancies



Dear Parents and Guardians,

We are looking for some eager parents and guardians who willing to volunteer and help HBJFC. There are two vacancies, which we hope you can fill:

Club Secretary. The Club Secretary carries out or delegates all the administrative duties that enable the club to function effectively. The Club Secretary has an essential role within the club, with a close involvement in the general running of the club. The secretary provides the main point of contact for people within and outside the club on just about every aspect of the club's activities. Common tasks include:

- Attending annual league meetings.
- Affiliating the club to the league.
- Registering players.
- Dealing with correspondence.
- Organising the club AGM and other club meetings.
- Representing the club at outside meetings at the direction of the main committee.

If you are willing to volunteer for one of these roles or have any questions, please do not hesitate and get in contact with us via the email info@hbjfc.co.uk