



Lancashire County Pool Association

SECRETARY

The Secretary should:

- 1) Handle all correspondence to and from the Association in a professional and timeous manner.
- 2) Keep a complete register of all affiliated leagues and recognised personnel within LCPA.
- 3) Provide an agenda of all points required to hold a full meeting of the LCPA, record minutes of meetings and provide copies of those minutes to the next meeting.
- 4) Circulate all LCPA meetings minutes to the Committee and all affiliated leagues.
- 5) Circulate all Regional meetings minutes to the Committee and all affiliated leagues.
- 6) Circulate all National meetings minutes to the Committee and all affiliated leagues.
- 7) 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.
- 8) Gather all affiliated leagues player statistics. Keep a full register of Interleague and County players to ensure 50% playing attendance.