

7.4.4 No more than two honorary positions may be created in any one year.

8. SECRETARY.

8.1. The duties of the Secretary shall be:-

8.1.1. To keep a minute book to record all proceedings and business of all meetings of the Club Committee.

8.1.2. To attend to all correspondence of the Club as directed by the Club Committee and to be the sole correspondent with the Medway News Youth League.

8.2. The minute book shall be available for inspection by the members at the Annual General Meeting and managers meetings.

9. TREASURER.

9.1. The duties of the Treasurer shall be:-

9.2. Annual accounts consisting of a balance sheet and an income and expenditure account made up to the 31st May must be prepared for submission to the Annual General Meeting.

9.3. The treasurer shall be responsible for the financial administration of the Club and shall prepare an income and expenditure statement for presentation at each managers meeting. An annual statement will be prepared and scrutinised by an accountant and presented to the Club Committee for acceptance prior to the Annual General Meeting and will be distributed to members at the Annual General Meeting.

9.4. The Club monies shall be kept in a bank account. The signatures of any two from four nominated officials of the Club will be required for all cheques issued. The cheque book will be available at managers meetings.

9.5. All purchase invoices must be approved by any two of the four nominated officials of the Club.

10. PITCHES SECRETARY/ RESULTS SECRETARY/ P.R.O OFFICER.

10.1. The Pitches Secretary shall be responsible for all matters with Schools/Councils for the use of pitches/training facilities.

10.2. The Results Secretary shall compile and notify the League of all home results.

10.3. The Public Relations Officer shall promote the interests of the Club and seek sponsorship.