



FSSB Secretary – Role Description

Position Title

FSSB Secretary

Reports To

The FSSB Board of Directors

Accountable To

FSSB Members

Relevant regulatory authorities

Role Purpose

The Secretary is responsible for the effective administration, governance, and compliance of the Football Supporters' Society of Bury (FSSB). The role ensures that FSSB operates in accordance with its constitution, regulatory obligations, and the requirements of football governing bodies and statutory regulators, including the Financial Conduct Authority (FCA).

The Secretary acts as the principal administrative officer of the society and supports the Board in operating efficiently, transparently, and in compliance with all governance and legal responsibilities. The Secretary also supports partnership activities involving the Football Supporters' Association (FSA).

The Secretary serves as the primary point of contact for members.

Key Responsibilities

Governance & Regulatory Compliance

The Secretary protects members' interests by:

- Ensuring that FSSB operates in accordance with:
 - The society constitution and rules
 - Community Benefit Society regulations

- Football Association and league regulations
 - Data protection requirements
 - Relevant legislation and governance standards
- Ensuring compliance with the requirements of:
 - FCA
 - Football governing bodies
 - Other regulatory authorities where applicable
- Preparing and submitting all required annual returns, statutory filings, and regulatory documentation within required deadlines
- Maintaining statutory registers, governance records, and official documentation
- Monitoring governance compliance and advising the Board on procedural and constitutional matters

FSSB Board & Society Administration

The Secretary:

- Supports the Board in operating effectively, efficiently, and in accordance with governance best practice
- Ensures Board operations remain compliant with the society's rules, governance framework, and regulatory obligations
- Processes rule changes
- Organises and coordinates:
 - Board meetings
 - General Meetings (AGMs, EGMs, and SGMs)
- Prepares and distributes:
 - Agendas
 - Board papers
 - Minutes
 - Action logs
 - Governance documentation
- Maintains accurate records of Board decisions and actions
- Ensures meeting procedures and voting processes comply with constitutional requirements

Elections & Membership Governance

The Secretary:

- Arranges and administers elections for Board Directors
- Ensures election processes are:
 - Fair
 - Transparent
 - Democratic
 - Compliant
- Manages AGM processes including:
 - Notices of meetings
 - Member communications
 - Nominations
 - Voting procedures
 - Recording election outcomes

- Maintains accurate membership records and registers

Financial Compliance

The Secretary:

- Ensures annual returns and required documentation are submitted to the Financial Conduct Authority on time
- Maintains records relating to:
 - Board appointments
 - Registered officers
 - Governance changes
 - Constitutional amendments
- Supports compliance with financial governance and accountability standards

Communication & Stakeholder Engagement

The Secretary:

- Acts as the main administrative contact for FSSB
- Supports communication with:
 - Members
 - Volunteers
 - Regulatory bodies
 - FSA
- Promotes transparency, accountability, and member engagement across the society

Key Skills & Experience

Essential

- Strong governance and administrative skills
- Experience organising formal meetings and elections
- Knowledge of the FSSB Model Rules
- Understanding of regulatory compliance and governance procedures
- Excellent communication and organisational skills
- Ability to maintain accurate records and confidential information
- Strong attention to detail
- Ability to work effectively with the Board, volunteers, and stakeholders

Desirable

- Experience within supporter-owned clubs, or community organisations
- Knowledge of:
 - FCA Community Benefit Society requirements
 - Football governance frameworks
 - AGM and election administration
 - GDPR and safeguarding regulations
- Experience preparing statutory returns

Personal Qualities

- Commitment to supporter ownership, democratic values, and community benefit
- Professional and impartial
- Highly organised and dependable
- Diplomatic, discreet, and approachable
- Committed to transparency
- Able to challenge constructively and support effective decision-making