**League Secretary & Treasurers’ Job Description (Rough Guide)**
\*        Discuss with Scottish athletics and gain permits for North and East League meetings and the final

\*        Set up the First aid at each location

\*        Agree the clubs hosting each meeting the food and paper work is organised for the meeting is organised

\*        Agree access for the starters to park cars near the track

\*        Source numbers and make sure any sponsor is happy with logos and banners.

\*        Make sure team have the correct numbers

\*        Make sure banners etc. are displayed for sponsor

\*        The contact for any guest runners and agree or not for them to take part.

\*        Ensure rules are followed

\*        Purchase trophies

\*        Organise the  track and field athletes at the final

\*        Obtain any  sponsors  notes for the programme

\*        Organise the AGM date and location

\*        Link with SA for officials organise track field referee and timekeeper

\*        Send list to east north secretaries and main officials

\*        Send results to Scottish Athletics / Power of Ten

Treasurer

\*        Ensure all  league subscriptions are paid by clubs

\*        Invoice Sponsors

\*        Pay stadium fees and if possible try to negotiate deals

\*        Pay starters fees

\*        Pay First Aid and any other bills

\*        Maintain a record of all transactions

\*        Have books checked at the end of the year

\*        Look if required at possible sponsorship deals

\*        Prepare a report  for the  AGM