**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