Football Supporters' Association

CBS Secretaries Training Course

One two-hour session, delivered online, covering all aspects of being a Community Benefit Society Secretary.

The course will repeat each month.

Upon completion of the session, participants will be invited to take an online assessment.

Those achieving the required pass percentage will receive a digital accreditation asset for their society to display.

Runs the last Friday of every month. 11am till 1pm. Book your place HERE.

The session will cover:

- **The role of the Secretary**
- **Statutory, annual and occasional duties**
- **Day to day operational duties**
- **Minutes and reporting**
- **Election process**
- **Member registers**
- **Financial duties**
- **Constitutional amendments and policies**
- **Best practice examples**

Sessions are limited to a maximum of 10 attendees.

If your society would like to request alternative sessions, please contact our Training & Governance Manager Nicola Cave on Nicola.cave@thefsa.org.uk