

AFC Secretarial Time Allocation Report

Role Description	Hours Per Month									used 2019 due to covid in 2020			Total
	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-19	Apr-19	May-19	
1. Secretary: Executive Support Jobs	17	3		5	23	12	4	10	8	12	8		102
2. Secretary – Website			10	2	2	2	2	2	2	2	2	2	28
3. Secretary – General Fixture jobs			6	20	30	18	20	20	37	15	23	15	204
4. Secretary: Pre- Season FA System Jobs	12	15	26	43									96
5. Secretary/Referees Administrator		17	7	20	32	28	20	40	26	24	16	10	240
6. Registration Officer (Voluntary)		17	40	11	10	8	4	8	4	4	2		108
7. League Match Secretary (Voluntary Role)	6	8	8	24	24	24	18	18	24	24	24	6	208
8. Fines Secretary (Voluntary Role)	4	4	10	10	10	10	10	10	10	10	10	10	108
Total	39	64	107	135	131	102	78	108	111	91	85	43	1094

plus attendance at all the exec meetings/ club interviews / sof meetings and travel for which I never claimed anything