

# Surrey County Bowling Association



## ROLE DESCRIPTION

### COUNTY ADMINISTRATOR

The County Administrator is the key link and channel of communications between Bowling in the County of Surrey and the National administration of Bowls England. He/She is a member of the Bowls Surrey Board, appointed for a three year period, (can be re-elected) and shares communication responsibility with the SCBA Bowls England Representative and the SCWBA Bowls England Representative.

#### Who will I work with?

- SCBA and SCWBA Presidents and Secretaries
- The Chairperson of Bowls Surrey
- The Representatives of SCBA and SCWBA to Bowls England
- Officers and Officials of Bowls England
- Other members of the Board of Bowls Surrey

#### What will I do?

- Attend all meetings of Bowls Surrey
- Receive annual affiliation data as submitted by Clubs through the Bowls Surrey treasurer.
- Complete necessary returns to Bowls England
- Attend the BE Regional Meeting
- (with the SCBA and SCWBA Secretaries) maintain a register of contact information of Clubs within Surrey
- Share information coming from Bowls England with designated persons within SCBA (i.e Area Secretaries) and SCWBA (i.e. Zone Secretaries) and with officers of those respective organizations.
- Be an effective channel of communication between Bowls England, SCBA, SCWBA and clubs in the county.
- Act as Secretary at the Bowls Surrey AGM. (With the Secretaries of SCBA and SCWBA) prepare necessary papers and voting cards. Record minutes and outcomes.

#### How much time will I need to give?

- 1 hour per week administration
- 4 hours per week during November consolidating affiliation information
- attendance at all Bowls England conferences (2 per year)

#### What do I need to do this role?

- To be approachable and friendly
- Excellent communication skills – verbal and written
- Well organised

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	<ul style="list-style-type: none"> <li>• Good IT skills</li> <li>• Have excellent attention to detail and accuracy</li> </ul>	
<b>What are the benefits and how will you support me?</b>	<ul style="list-style-type: none"> <li>• Satisfaction of making a vital difference to the County and the players within it</li> <li>• Being part of a team</li> <li>• Learning new skills and using your ability to carry out administrative and management tasks</li> <li>• Bowls Surrey will provide any necessary training and support as required.</li> </ul>	
<b>Annual Schedule</b>	<p>November</p> <p>December/ January</p> <p>February to November</p>	<p>Prepare for AGM</p> <p>Receive Affiliation information and prepare returns for Bowls England</p> <p>Complete affiliation returns</p> <p>Attend any Bowls Surrey meetings as scheduled after its AGM for each year</p> <p>Attend to any correspondence and queries to/from Bowls England</p>