

Bowls Surrey



ROLE DESCRIPTION

CHAIR PERSON

The chair person provides the central figure in the development of Bowls Surrey for the benefit of all. You will run the committee and be responsible for the liaison and cooperation between officers and any sub committees of Bowls Surrey and for the two associations that together make up the organization, namely

- Surrey County Bowling Association (SCBA)
- Surrey County Womens Bowling Association (SCWBA)

Your management skills are vital to ensure that the organization fulfils its potential and the prominent position of Bowls Surrey within Bowls England is maintained.

The Chairperson is elected to serve for a three year period, and may stand for re-election

Who will I work with?	<ul style="list-style-type: none"> • The Bowls Surrey Board • The Administrator of Bowls Surrey and the Presidents and Secretaries of SCBA and SCWBA • Other Officers and members of SCBA and SCWBA • Other County Chairs • Representatives of Bowls England
What will I do?	<ul style="list-style-type: none"> • Lead and ensure effective operation of the governing body, • Help fill and vacant positions, • Arrange and chair meetings of Bowls Surrey Board and any sub committees it may form, • Ensure decisions made at meetings are implemented, • Chair special/annual general meetings, • Ensure any meetings are run effectively and in a timely manner,
How much time will I need to give?	<ul style="list-style-type: none"> • 4 hours per month administration • attendance at all Bowls Surrey meetings (4 per year)
What do I need to do this role?	<ul style="list-style-type: none"> • An experienced and effective manager; • Confident and good at communicating; • Show Sensitivity to the membership • Diplomatic and discreet, • Be able to establish a full knowledge of the organisation • Well-organised.
What are the benefits and how will you support me?	<ul style="list-style-type: none"> • This will become a very prestigious position within Surrey, so it's highly respected within the community. • Bowls Surrey will provide any necessary training and support as required.
Annual Schedule	To be agreed at first meeting after Bowls Surrey AGM 10 th November 2018