

# Bowls Surrey



## ROLE DESCRIPTION

## ADMINISTRATOR

The Administrator role is key to the successful administration of County affairs. It is not only a channel of communication between Bowling in the County of Surrey and the National administration of Bowls England, but has a responsibility to maintain that communication as an interchange with SCBA and SCWBA. Associations, Clubs and indeed with Club members. The post holder is a member of the Bowls Surrey Board. The Administrator is elected for a three year period at an AGM except when appointed by the Board; he/she will then be elected at the following AGM. He/she shares communication responsibility with the SCBA Bowls England Representative and the SCWBA Bowls England Representative. The position is not gender specific.

### 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
- Other members of the Board of Bowls Surrey
- Officers and Officials of Bowls England

### What will I do?

- Coordinate activities and operations to secure efficiency and compliance to Bowls Surrey policies
- Manage and organise agendas etc. for the BS Board Meetings and AGM
- Manage phone calls and correspondence (e-mail, letters, etc.) from Bowls England and other bowls related sources and share information as necessary with designated persons within SCBA (i.e Area Secretaries) and SCWBA ( i.e Zone Secretaries) and with officers of those respective organizations.
- Submit timely reports and prepare presentations/proposals as necessary
- Attend all meetings of Bowls Surrey
- Attend meetings of SCBA/SCWBA (as necessary)
- Attend the BE Regional Meetings
- Be aware of the Affiliation process and with the SCBA and SCWBA Secretaries monitor the 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.
- Deal with enquiries coming from persons within either SCBA or SCWBA

# Bowls Surrey

	<ul style="list-style-type: none"> <li>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.</li> </ul>
<b>How much time will I need to give?</b>	<ul style="list-style-type: none"> <li>1-2 hours per day administration</li> <li>Hours per week during November will vary consolidating affiliation information</li> <li>attendance at all Bowls England conferences (2 per year, full days)</li> </ul>
<b>What do I need to do this role?</b>	<ul style="list-style-type: none"> <li>To be approachable and friendly</li> <li>Good communication skills – verbal and written</li> <li>Well organised</li> <li>Good IT skills</li> <li>Have excellent attention to detail and accuracy</li> <li></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 reimburse any <u>agreed</u> expenses that you incur.</li> <li>Bowls Surrey will provide any necessary training and support as required.</li> </ul>
<b>Annual Commitment</b>	<ul style="list-style-type: none"> <li>Attendance at BS meetings approximately 4 per year and any other meeting deemed necessary</li> <li>Organisation of the BS AGM (November)</li> </ul>