

Surrey County Bowling Association



ROLE DESCRIPTION

SECRETARY

Leading the Association's management, the Secretary has a pivotal role within the County organisation for Men's Lawn Bowls and provides the main point of contact for Club Secretaries within Surrey and for people within and outside the County on just about every aspect of the Association's Activities. It is a demanding, high profile role that has a major impact on the efficient and effective management of the Association. The Secretary has a key role on the Bowls Surrey board with its links to Bowls England.

Who will I work with?

- SCBA Council and the Finance and General Purpose Committee officers and members especially the President and his Senior and Junior Vice Presidents.
- Club Secretaries, players and members of Affiliated Clubs
- SCWBA Secretary and members of SCWBA Executive
- Bowls Surrey Board members
- Other County Secretaries and officials

What will I do?

- Give notice of all Meetings of the Council and main committees.
- Attend all Meetings of the Council and Main Committees (excluding County Selection, Middleton Cup Selection and Benevolent Fund meetings), maintain an accurate record of the proceedings for entry in the Minutes and issue copies of these to all Members entitled to receive them. Notify the President if he is unavoidably to be absent from any meeting and arrange attendance of the Assistant Secretary or some acceptable deputy.
- Have no vote at Meetings.
- Implement all decisions made by the Executive Council and Committees.
- Be responsible for the distribution of all documentation relevant to the administration of the day to day and general activities of the Association.
- Be responsible for the preparation of the County Handbook (Year Book) and for its for publication and distribution in co-operation with the Year Book Editor.
- Be responsible for the maintenance of the County Website in co-operation with the WebMaster
- Maintain an up to date register of County Clubs, Secretaries and Members for Affiliation purposes (Form A).
- Co-operate with the Bowls Surrey Administrator in the organisation of the Bowls Surrey AGM

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	<ul style="list-style-type: none"> • Arrange all matters in regard to the Annual Dinner in conjunction with the Dinner Committee. • Arrange all matters in connection with County Competition entries (Form C) and liaise with Area Competition Secretaries to finalise details. • Arrange each season for suitable venues for the County Competition Quarter and Semi-Finals; liaise with the Area Competition Secretaries regarding qualifiers for these rounds and for details of competitors qualifying for County badges through the Area Finals (see also specific process description for these activities) • Deal with any correspondence and forms to and from Bowls Surrey and its Administrator • Abide by and carry out the Constitution and Competition and General Rules of the Association, and maintain up to date copies as required. • Co-operate and liaise with the President and other Senior Officers, to ensure they are informed of developments and activities and consult with them on all matters outside normal routine. • Holds annually, forum meetings with Club Secretaries and other Club officials to present information of current interest and to hear of Club concerns. • Takes a leading role in the development of clubs within Surrey • Carry out as required all necessary functions, not mentioned above, to ensure the smooth running of the Association and its activities for the benefit of its Members. • Give six months' notice, in writing, of his intention
<p>How much time will I need to give?</p>	<ul style="list-style-type: none"> • 2 hours per day administration • attendance at all meetings (typically 1 per week) • attendance at as many County matches as practical (typically 2 per week during the season)
<p>What do I need to do this role?</p>	<ul style="list-style-type: none"> • To be approachable and friendly • Excellent communication skills – verbal and written • Well organised • Very good IT skills • Have excellent attention to detail and accuracy
<p>What are the benefits and how will you support me?</p>	<ul style="list-style-type: none"> • Satisfaction of making a vital difference to the County and the players within it • Being part of a team • Learning new skills • The County will reimburse expenses incurred according to a formula agreed from time to time in Council. • The County will provide any necessary training and support as required.
<p>Annual Schedule</p>	<p>See Document – The Secretary his Year</p>