



Surrey County Bowling Association

Job Title:

Assistant County Secretary

Purpose: The Purpose of this role is to provide support to the SCBA County Secretary in his administration of the Association

- Key Responsibilities:**
1. Attend all Meetings as directed by County Secretary. These include Executive Council Meetings, F. & G.P. Meetings, and others as required.
 2. Act as 'Minute Secretary' for Executive Council Meetings and F. & G.P. Committee Meetings.
 3. Supply 'Attendance Records' at Executive Council Meetings - and keep a record of 'attendance' at such Meetings for the County Secretary's use
 4. Assist the County Secretary in running County Finals Day and attend, when possible, on County Quarter or Semi-Finals Days to carry out any tasks required. On County Finals Day, attend in the morning to 'set up'
 5. Liaise with Secretary and Trophy supplier regarding prizes, winners names etc. and delivery requirements.
 6. Assist in the Preparation of the County Year Book and administering the County website
 7. Chair the Combined Areas meetings and run the Walter Cross Trophy competition on behalf of the Combined Areas.
 8. Organize and run the County Top Four Finals Day.
 9. Assist the County Secretary organizing the annual AGM
 10. Assist the County Secretary organizing the annual Dinner/Presentation evening. This includes help getting cups engraved and set up.
 11. Attend and support where practical Junior and Senior teams in their matches, and attend Home County and National Championships where a Surrey player is competing

Reports to: The County Secretary.

Length of Appointment: The appointment is for a minimum of three years but may be terminated by either side given 3 months notice.

The expectation is that the appointment will last 6 years

Time Commitment: The appointee can expect to be required to attend 10 meetings a year, more should the post holder volunteer to serve on any sub committees or hold ad/hoc meetings. Up to 10 evenings during County competitions plus several weekend days for Finals and supporting county teams

Skill Set Required: Administrative ability, Computer literacy especially with Spreadsheets, Word documents,



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images etc, Able to formulate policy changes taking a long term view.

**Support
Provided:**

The post holder will receive the support of Council and the Presidential team.

The post holder should also be able to rely on the support of his Club

Further support and training input may be obtained from Bowls England, Active Surrey, Sports England and other ad hoc, on line organizations.

**Selection
Process:**

The post holder needs to work closely with the County Secretary. Thus The County Secretary takes the lead in identifying possible candidates, interviewing and proposing selection. Appointment is ratified by the F&GP meeting and approved by Council

**Benefits
Provided:**

This post is held on a voluntary basis.

Normal expenses incurred will be re-imbursed. e.g . during the closing rounds of County Competitions.