



Vacancies within the SCBA (Male Applicants only)

Secretary The Secretary has a pivotal role within the County 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.

How much time will I need to give? Possibly 2 hours per day administration • attendance at all meetings (typically 1/2 per week) • attendance at as many County matches as practical (typically 2 per week during the season) and support for the National Championships (Middleton Cup/Homes Counties) when practicable

What skills do I need? To be approachable and friendly • Excellent communication and networking skills • Well organised • Very good IT skills • Have excellent attention to detail and accuracy

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

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

How much time will I need to give? 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

Both positions are on a voluntary basis with expenses when on Association business

For a full description of the roles please see ADMIN>EXECUTIVE>SCBA JOB DESCRIPTIONS on the website.

Further details and applications with a CV to Derek Harvey
Mb: 07854328057 email derekharvey1@virginmedia.com

CLOSING DATE FOR APPLICATIONS 30th SEPTEMBER 2019