

# BOWLS SURREY



## ROLE DESCRIPTION

## AREA CLUB CONTACT

The "Club Contact" has a very important role within the "Area" they represent. Their primary function is to be the first point of contact for the clubs ensuring that any concerns clubs may have within the area are dealt with efficiently & effectively.

<b>Who will I work with?</b>	<ul style="list-style-type: none"> <li>• All other area committee members.</li> <li>• Bowls Surrey Administrator.</li> </ul>
<b>What will I do?</b>	<ul style="list-style-type: none"> <li>• Ensure that all clubs in your area are aware of who you are and what your role is.</li> <li>• Build a relationship between you and the clubs.</li> <li>• Ensure that you know who to contact within Bowls Surrey, should you require help and advice.</li> <li>• Attend, all area meetings.</li> <li>• Abide by and carry out the Constitution, and General Rules of Bowls Surrey</li> <li>• Ensure that all clubs in area are visited once a year; this is to be shared with the other four members of area committee. The visits should be purely informal, it could be you are playing against the club, going to watch a competition etc, just generally chat to the members whilst you are there. Record to be kept of visits.</li> </ul>
<b>How much time will I need to give?</b>	<ul style="list-style-type: none"> <li>• ?? Time spent visiting clubs.</li> <li>• Meetings: 8 hours per year.</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> </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</li> <li>• Bowls Surrey will support as required.</li> </ul>