

BOWLS SURREY



ROLE DESCRIPTION	
GENERAL SECRETARY	
<p>The Secretary has a pivotal role within the County organisation for Lawn Bowls. Provides a point of contact in the absence of the Administrator for Club Secretaries within Surrey.</p> <p>It is a demanding, high profile role that has a major impact on the efficient and effective management of Bowls Surrey.</p>	
Who will I work with?	<ul style="list-style-type: none"> • All Board members. • All Management Committee Members. • All Area Committee members. • All appointed Officers.
What will I do?	<ul style="list-style-type: none"> • Give notice of all Meetings of Board, Management, and main committees. • Attend, prepare agendas and take minutes of all meetings mentioned above. • Send items to be discussed at Management meeting to Area secretaries, so they can be discussed prior to Management meetings. • Have no vote at Meetings except at Board meetings. • In the absence of the Administrator be responsible for the distribution of all documentation relevant to the administration of the day to day and general activities of Bowls Surrey. • Assist & support the Bowls Surrey Administrator, including the organisation of the Bowls Surrey AGM. • Arrange all matters regarding the Annual Dinner in conjunction with the Dinner Committee. • Liaise with Competition Coordinator, regarding County Final Days, gather details on those players who have qualified for badges. • Pass relevant details of players attending the National Championships to the Administrator. • Abide by and carry out the Constitution, Competition and General Rules of the Association, and maintain up to date copies as required. Support the Governance Officer. • Carry out as required all necessary functions, not mentioned above. • Give six months' notice, in writing, of intention to stand down from office.
How much time will I need to give?	<ul style="list-style-type: none"> • 4 hours per day administration
What do I need to do this role?	<ul style="list-style-type: none"> • To be approachable and friendly • Excellent communication skills – verbal and written

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	<ul style="list-style-type: none">• Well organised• Very good IT skills• Have excellent attention to detail and accuracy
What are the benefits and how will you support me?	<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 by the Board.• The County will provide any necessary training and support as required.