

BOWLS SURREY

JOB DESCRIPTION

ADMINISTRATOR



The Administrator's role is key to the successful administration of County affairs. It is a channel of communication between Bowling in the County of Surrey and the National administration of Bowls England. Having a responsibility of communicating vital information to Clubs and indeed Club members. The post holder is a member of the Bowls Surrey Board. The Administrator is elected for a three-year period at an AGM.

<p>Who will I work with?</p>	<ul style="list-style-type: none"> • Other members of the Board of Bowls Surrey • Officers of the Bowls Surrey Management committee. • Bowls Surrey Area representatives. • Bowls Surrey Club Secretaries • All appointed Officers.. • Officers and Officials of Bowls England.
<p>What will I do?</p>	<ul style="list-style-type: none"> • Co-ordinate activities and operations ensuring efficiency and compliance to Bowls Surrey policies • Disseminate all relevant communications from Bowls England and forwarding to relevant persons within Bowls Surrey. • Submit timely reports and assist with the preparation of presentations / proposals as necessary. • Attend all meetings of Bowls Surrey • Attend all Bowls England meetings where county reps are invited. • Attend the Bowls England County conference. • Attend the Bowls England AGM • Deal with enquiries coming from Area representatives, Clubs & members.
<p>What do I need to do this role?</p>	<ul style="list-style-type: none"> • To be approachable and friendly • Good communication skills – verbal and written. • Well organised • 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 and using your ability to carry out administrative and management tasks. • Bowls Surrey will reimburse any <u>agreed</u> expenses that you incur. • Bowls Surrey will provide any necessary training and support as required.

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Annual Commitment	<ul style="list-style-type: none">• Attendance at BS Board meetings approximately 5 per year and any other meeting deemed necessary.• Attendance at all Bowls England meetings and conferences, as deemed necessary.• Organisation of the BS AGM (November)
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