

BOWLS SURREY



ROLE DESCRIPTION

GOVERNANCE OFFICER

This is a Bowls Surrey Board position. The Governance Officer has an important role within the County organisation. They are responsible for all Rules & Regulations pertaining to Government Laws, Bowls England & Bowls Surrey, including Club Constitutions.

Who will I work with?	<ul style="list-style-type: none"> • All other Board members. • All Management Committee Members. • All Area Committee members. • All appointed officers most particularly with the Disciplinary Officer.
What will I do?	<ul style="list-style-type: none"> • It is essential that whenever changes are announced by Bowls England, any other organisation that is bowls related, or a Bowls Surrey section, it is acted upon immediately, to ensure our members are playing & administering their clubs under the correct rules. • Ensure that all Rules & Regulations are up to date. • Ensure all Rules & Regulations are published on the Bowls Surrey website. • Consult with those responsible for Competitions & Constitutions when required. • Ensure that all records are available to view by the relevant persons.
How much time will I need to give?	<ul style="list-style-type: none"> • One day per month administration, plus meetings.
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 • 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.