

BOWLS SURREY



ROLE DESCRIPTION

AREA SECRETARY

The Secretary has a pivotal role within the “Area” they represent, their primary function is to ensure that any concerns clubs may have within the area are dealt with efficiently & effectively.

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| Who will I work with? | <ul style="list-style-type: none"> • All other area committee members • All Management Committee Members • Bowls Surrey Administrator |
| What will I do? | <ul style="list-style-type: none"> • Give notice to all clubs in area of upcoming committee meetings • Attend, prepare agendas and take minutes of all meetings mentioned above • Take items raised at area meetings to Management meetings. A substitute from the area committee may attend if Secretary unable to. • Attend all area meetings • Abide by and carry out the Constitution, and General Rules of Bowls Surrey • Ensure that all area clubs are contacted annually and visited where thought necessary or requested. This is to be shared with the other four members of the area committee. 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. |
| How much time will I need to give? | <ul style="list-style-type: none"> • ?? hours spent contacting or visiting clubs. • 10 hours per year attending Management meetings. • 15 hours per year attending Area meetings & 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 • 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 • Bowls Surrey will provide any necessary training and support as required |