Role Description – Administrator

Purpose of the Role

- To facilitate the smooth administration of Bowls Surrey liaising with Bowls England, clubs and members

Appointment

- This is a Board position
- Elected at AGM to serve for a three-year period
- May stand for re-election
- Enhanced DBS Check required

Key Contacts

- Bowls England Officers and Officials
- Board members
- Officers
- Area representatives
- Club Secretaries

Responsibilities

- Act as liaison between Bowls Surrey and Bowls England
- Pass all necessary information to Bowls England
- Disseminate all relevant communications from Bowls England and forward to relevant persons within Bowls Surrey
- Complete Bowls England Annual Return showing number of members for the coming season and those entering National Championships and send copy to Treasurer
- Organise and attend Board meetings producing the agenda and the minutes
- Liaise with other Board members over matters that arise outside of Board meetings
- Organise and attend AGM and any Special General Meetings producing the agenda and the minutes
- Write report for AGM
- Compile list of deaths of members and past members for AGM
- Attend Area AGMs and report on relevant information from Bowls England
- Attend all Bowls England meetings where county representatives are invited
- Attend Bowls England County Conference
- Attend Bowls England AGM
- Deal with enquiries coming from Area representatives, clubs and members
- Act as signatory on main bank account
- Keep latest copies of Bowls Surrey Constitution, Policies, Rules and Role Descriptions

Time Required

- Unquantifiable time for liaison with Bowls England, clubs and members
- Organise and attend three, possibly more, Board meetings a year
- Organise and attend AGM and any Special General Meetings (usually none)
- Prepare for and attend Area general meetings and AGMs
- Attend Bowls England meetings and conferences, as necessary

Skills and Attributes Required

- Well organised
- Good verbal and written communication skills
- Good IT skills
- Excellent attention to detail and accuracy
- Approachable and friendly