Role Description – General Secretary

Purpose of the Role

- To ensure the efficient and effective running of Bowls Surrey working with officers, 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

- Board members
- Management Committee
- Officers
- Area representatives
- Club Secretaries

Responsibilities

- Attend Board meetings
- Liaise with other Board members over matters that arise outside of Board meetings
- Organise and attend Management Committee meetings producing the agenda and the minutes
- Write report for each Management Committee meeting
- Send items to be discussed at a Management Committee meeting to Area Secretaries for discussion by Area Committees prior to the meeting
- Give notice of meetings of main committees
- Obtain pennants for Bowls Surrey Celebrations and competition winners
- Obtain badges and flashes for players, badges, embroidered shirts and commemorative shields for Presidents and chevrons for other officers
- Arrange engraving of Presidents' chains
- Liaise with Competition Coordinators regarding County Finals Days
- Confirm qualification for County badges with players and arrange for presentation at a County Finals Day for those going to the National Championships or an event where they are representing Surrey in the following season
- Pass names of players who qualified for their County badge to IT Coordinator to be published on the website
- Pass relevant details of players attending the National Championships to the Administrator

- Receive nominations for awards, arrange and attend Awards Committee meetings, reply to clubs re nominations
- Notify Presidents of successful award nominations, obtain awards and pass to Presidents
- Check expenses claims and send approved claims to Treasurer
- Pass on notification of deaths of members or past members to IT Coordinator
- Arrange the Bowls Surrey Dinner in conjunction with the Competition Coordinators
- Assist and support Administrator, including organisation of AGM
- Attend AGM and any Special General Meetings
- Write report for AGM
- Attend Area AGMs and report on relevant information from Bowls Surrey
- Attend all Bowls England meetings where county representatives are invited where possible
- Attend Bowls England County Conference where possible
- Attend Bowls England AGM where possible
- Deal with enquiries coming from Area representatives, clubs and members
- Act as signatory on main bank account
- Carry out, as required, all necessary functions not mentioned above

Time Required

- Unquantifiable time for the multiple tasks required in this role
- Organise and attend Management Committee meetings, usually three a year
- Attend three, possibly more, Board meetings a year
- Prepare for and attend Area general meetings and AGMs
- Attend Bowls England meetings and conferences where possible

Skills and Attributes Required

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