Role Description – Governance Officer

Purpose of the Role

- To ensure the Bowls Surrey Constitution, Policies and Rules are kept up to date and in line with Government Law and Bowls England Policies and Regulations and that Club constitutions meet Bowls England and Bowls Surrey Regulations

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
- Disciplinary Officer
- IT Coordinator

Responsibilities

- Attend Board meetings
- Liaise with other Board members over matters that arise outside of Board meetings
- Update Bowls Surrey Constitution, as necessary
- Liaise with clubs to ensure that their constitutions meet Bowls England and Bowls Surrey Regulations
- Consult Disciplinary Officer re Bowls England Regulation 9, as necessary
- Liaise with other officers re Policies, Rules and Role Descriptions, as necessary
- Keep Policies, Rules and Role Descriptions up to date
- Liaise with IT Coordinator to publish the Bowls Surrey Constitution, Policies, Rules and Role Descriptions and Club constitutions on the website
- Keep master copies of Bowls Surrey Constitution, Policies, Rules and Role Descriptions and latest copies of Club constitutions
- Endeavour to see that activities and operations comply with Bowls Surrey policies
- Attend AGM and any Special General Meetings

Time Required

- Unquantifiable time for keeping Constitutions, Policies and Rules up to date
- Attend three, possibly more, Board meetings a year

Skills and Attributes Required

- Well organised

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