

Royal County of Berkshire Bowling Association

ROLE PROFILE

ASSISTANT SECRETARY



The Assistant Secretary will work closely with the General Secretary and provide general assistance to them.

The post holder is a member of the Executive Committee. The Assistant Secretary is elected for a one-year period at an AGM and attracts an Honorarium.

Who will I work with?

- Other members of the Executive Committee
- Officers of the Management committee.
- Club Secretaries
- All appointed Officers.

What will I do?

- Where acting as Officer of the day at Senior County Matches ensure all the administrative requirements are met. This includes collecting any moneys due to the Association and in the absence of the Treasurer ensure payment for the match is made to the host club or host County as necessary.
- Attend, organise and give notice of all Executive meetings including booking the venues.
- Send any items to be discussed at Executive meetings.
- Take the minutes of the Executive meeting.
- Working with the General Secretary administer the Green Inspection Programme.
- Update Master County players list, new badge holders, colts and players who have passed away and update the I.T. portal.
- County Finals Days – Support the Competition Secretary in Setting up Trophies for Presentation and be on hand to assist the President. Take photographs of the winners and compile archive information for inclusion on the website after all the Finals are completed.
- Work with Competitions Secretary with regards to the purchasing of individual prizes for presentation at the relevant Final's Day if required
- **Maintain records of:**
 - Life Members
 - Past Officers of the Association
 - BE & EBA Honours
 - Championship Records
 - Arrange and organise the County Presentation Luncheon if required.
 - Compile and Print the Badge certificates for the President to present if required.

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What do I need to do this role?	• To be approachable and friendly • Good communication skills – verbal and written. • Well organised • Good IT skills • Have excellent attention to detail and accuracy
What are the benefits and how will you support me?	• Satisfaction of making a vital difference to the County and the players within it • Being part of a team • Learning new skills and using your ability to carry out administrative and management tasks.

County Luncheon:

Ensure that the following tasks are completed and delegated to members of the Executive Committee as appropriate:

- Booking the venue for the following season
- Advertising the event to all Clubs by August and requesting raffle prizes.
- Inviting the Honored Guests (if agreed by the Committee) and giving details of their roles within the proceedings if invited and their attendance confirmed.
- Collecting numbers and menu choices
- Making the table plan
- Making individual name plates with menu
- Producing the programme of proceedings and liaising with the Competition Secretary regarding the prize winners and awards.
- Informing those who are to make speeches, toasts and present gifts.
- Buying the gifts for the Honored Guests and outgoing President.
- Ensuring a table is set out to receive the trophies brought by the Competition Secretary.
- Confirming that the Treasurer is organising the raffle/s.
- Arranging a Master of Ceremonies for the day.

Green Administrator duties:

- Arranging Inspections with Clubs.
- Arrange Inspection Teams.
- Do necessary paperwork and distribute to Inspectors by E-Mail.
- Collate information when Inspections are completed and print Green Certificate and pass to Gen Secretary for signature and sending to Clubs.
- Keep records of when Inspections are due. Do any call backs at the start of the following season if required.