

Royal County of Berkshire Bowling Association

ROLE PROFILE

ADMINISTRATOR



The Administrator's role is key to the successful administration of the Organisation's affairs. It is a channel of communication between Bowling in the Organisation and the National administration of Bowls England. Having a responsibility of communicating vital information to Clubs and Club members. The post holder is a member of the Management & Executive Committee. The Administrator is elected for a three-year period at an AGM and attracts an Honorarium.

Who will I work with?	• Other members of the Management and Executive Committee of The Organisation • All Club Secretaries • All appointed Officers. • Officers and Officials of Bowls England.
What will I do?	• Disseminate all relevant communications from Bowls England and forwarding to relevant persons within Berkshire. • Submit timely reports and assist with the preparation of presentations / proposals as necessary. • Attend all meetings of The Organisation. • Chair the Council meetings. • At the AGM present the Life Members with a framed certificate and blazer flash. • Attend all Bowls England meetings where county reps are invited including Conference, AGM and monthly Zoom meetings. • Gather information and feed back to The Governing Body as required. • Deal with enquiries coming from Clubs & members. • Draw up the template for the Organisation's annual calendar and send to Match Secretaries, Competition Secretaries and General/Assistant Secretaries to add their dates/events and then ensure this is uploaded to the website. • Give six months' notice, in writing, of intention to stand down from office.
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 Organisation and the players within it • Being part of a team • Learning new skills and using your ability to carry out administrative and management tasks.