

Royal County of Berkshire Bowling Association

ROLE PROFILE

DEPUTY PRESIDENT



To support the President and deputise in all areas as needed.
To prepare for the role of President the following year.
The post holder is a member of the Organisation's Executive Committee. The Deputy President is elected for a one-year period at an AGM and will become the next President.

Who will I work with?

- Other members of the Executive Committee of the Organisation
- Officers of the Management committee.
- All appointed Officers
- Executive Council

What will I do?

- To familiarise with the responsibilities of the President and observe proceedings.
- Although attendance is not compulsory at all events, the Deputy President needs to be prepared and ready to deputise for the President as needed.
- Attend AGM annually, receive your badge and deliver an acceptance speech.
- Attend Executive Committee Meetings.
- Attend Council Meetings annually in October.
- Support and observe as many Association Friendly Matches as possible/desired.
- Support and observe as many John's and Walker, Middleton, Balcombe and Home Counties matches as possible/desired.
- Support final stages of as many competitions as possible/desired – (Quarter, Semi and Finals days, including the Double Fours, Top Club Final, Two Wood Singles day, Benevolent Two Wood Triple Days)
- Liaise with the President to support all Berkshire players playing at the National Finals at Leamington.
- Liaise with the President to support their Organisation of their President's Days if needed.
- Support the President in their annual Secretaries, Captains and Officers President's Invitation Day in early May. Give a speech to congratulate the President, present a gift from the club representatives present and wish them well.
- Attend the County Presentation Lunch/Dinner giving a speech to thank the representative from Bowls England, if present, and presenting flowers/gift to that representative if required.
- Always follow agreed etiquette when representing the Organisation.

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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.