

Royal County of Berkshire Bowling Association

ROLE PROFILE

GENERAL SECRETARY



The Secretary has a pivotal role within the County organisation for lawn Bowls. Provides a point of contact in the absence of the Administrator for Club Secretaries within Berkshire.

It is a demanding, high-profile role that has a major impact on the efficient and effective management of bowls within Berkshire. This role is elected at the AGM for a period of 3 years and attracts an Honorarium.

Who will I work with?

- All Management Committee Members.
- All Sub Committee members.
- All appointed Officers.

What will I do?

- In the absence of the Administrator to be responsible for the distribution of all documentation relevant to the administration of the day to day and general activities of The organisation.
- Liaise with the Chairperson over the organisation of and the notice of all Management meetings, Council meeting and AGM including booking the venues.
- Send any items to be discussed at Management meetings.
- Attend and take the minutes of the Management meeting, Council meetings and AGM.
- Abide by and carry out the Constitution, Competition and General Rules of the organisation, and maintain up to date copies as required. Support the Governance Officer.
- Ensure Role Profiles for Officers of the Committees are updated as agreed by the Executive and Management Committee.
- Sales/orders of County Kit
- Carry out as required all necessary functions, not mentioned above.
- 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
- Excellent communication skills – verbal and written
- Well organised
- Very 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
- The County will reimburse expenses incurred according to a formula agreed from time to time by the Management Committee.
- The County will provide any necessary training and support as required.