

Royal County of Berkshire Bowling Association

ROLE PROFILE

MATCH SECRETARY Ladies & Men



The Match Secretary will be the first point of contact for the arrangement of fixtures with other Counties and Berkshire Clubs and will create the Match Fixtures Calendar.
The post holder is a member of the Executive Committee. The Match Secretary is elected for a one-year period at an AGM and attracts an Honorarium.

Who will I work with?

- Both Match Secretaries to work closely together
- Other members of the Executive Committee of the Organisation
- Officers of the Management committee.
- Club Secretaries
- All appointed Officers.
- Officers and Officials of Bowls England
- Match Secretaries of other Counties.

What will I do?

- Sending via e mail and post, applications for ICFs and celebration matches.
- Add all matches to the I.T portal and publish, notify players who can apply.
- Prepare players applications for first selectors meeting. After collating send total applications and selection sheet to each selector 7 days before meeting.
- 7 days before each ICF and celebration match contact both Counties and obtain catering figures for venue clubs. Include dietary needs.
- Forward letters asking the Organisation's clubs if willing to host County games. Decision on which clubs based on capabilities both size and catering plus location to the travelling County. Try to keep mileage to a minimum. Acknowledge replies.
- Input the dates of all matches arranged into the overall County Calendar prepared by the Administrator as soon as possible or send a spreadsheet of dates to Administrator.
- Forward written offers to Counties travelling to the Organisation, include date, time, place, and costings for refreshments plus dress code.
- Receive offers from Counties, negotiate if required, accept, and keep records.
- Prepare ICF and celebration application forms.
- Prepare reports for Executive Committee and Council meeting.
- For Johns Trophy, Walker Cup, Middleton, Balcombe, Home Counties, Amy Rose and White Rose any home and away dictated by organisers. Speak to Manager and agree venues with respective Counties.

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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.