

Royal County of Berkshire Bowling Association



ROLE PROFILE

GOVERNANCE OFFICER

The Governance Officer will have an important role within the Organisation. They are responsible for all Rules & Regulations pertaining to Government Laws, Bowls England & the Organisation, including Club Constitutions and maintaining the integrity of decision-making processes.

The Governance Officer is elected for a three-year period at an AGM and attracts an Honorarium.

Who will I work with?	• All Management Committee Members. • All Executive Committee members. • All appointed officers most particularly with the Disciplinary Officer
What will I do?	• It is essential that whenever changes are announced by Bowls England, any other Organisation that is bowls related it is acted upon immediately, to ensure our members are playing & administering their clubs under the correct rules. • Ensure that all Rules & Regulations are up to date. • Attend all Management meetings • Ensure all Rules & Regulations are published on the Organisation's website. • Consult with those responsible for Competitions & Constitutions when required. • Ensure that all records are available to view by the relevant persons.
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 organisation and the players within it • Being part of a team • Learning new skills • The County will provide any necessary training and support as required