

# SPRING PARK SHIRLEY BOWLING CLUB



## ROLES & RESPONSIBILITIES – HONORARY SECRETARY

The Secretary is responsible for the administration of the Club and acts as the main point of contact both internally and externally for all matters relating to the Club. (Also see Croydon Council Liaison Officer).

- Must be a Full member of the Club.
- Is an Officer of the Club and attends committee meetings.

## RESPONSIBILITIES

- To be the main interface between Bowls England / Bowls Surrey / BCBA and other external agencies / clubs as relevant and cascade such information to members as appropriate and in a timely manner.
- To be willing to represent the Club at meetings if required.
- To liaise with Chairperson/ Treasurer/Club captains etc. for the arrangements of the Re Union Day, publishing and sending out of membership forms.
- To attend key Club meetings (not just committee meetings)
- To prepare, in conjunction with the Chairman the agenda for Club meetings, to take minutes of meetings and circulate to committee members as appropriate.
- Arrange and notify members of the AGM.
- To compile a report for the Club AGM.
- To maintain a database of Club members including addresses and contact details and to ensure any such data is held in accordance with GDPR regulations.
- Maintain and update Club Registration information for Bowls England and Bowls Surrey
- To deal with all correspondence, keep records and to report all important matters received at relevant Club meetings.
- To ensure that all members are kept informed of dates, times, and venues for meetings, giving proper notice as detailed in the Club's constitution.
- To maintain complete and update copies of the Club's Constitution, Rules, and other organizational documents.
- To keep all records safely for the duration of office and to hand them over in their entirety to their successor.

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### SKILLS REQUIRED

- Have a good understanding and be able to demonstrate Bowls England's policy in relation to what is expected of a club secretary.
- Knowledge of the game of lawn bowls.
- Knowledge of SPSBC constitution and 'operational workings of the club'.
- An understanding of any external legislation which will affect the running of the club, e.g. GDPR.
- Good administration and record maintenance.
- Good communication skills.
- Is well organised and can delegate tasks where required.
- Can maintain confidentiality on relevant matters.
- To be computer literate.