

SPRING PARK SHIRLEY BOWLING CLUB



ROLES & RESPONSIBILITIES

MANAGEMENT COMMITTEE

SPSBC is run by a management committee in accordance with the club's constitution. The management committee are voted in at the AGM which is held annually in October. The roles and time in post are listed below.

ROLE	TENURE
CHAIRPERSON	3 YEARS
HONORARY SECRETARY	3 YEARS
HONORARY TREASURER	3 YEARS
LADIES' CAPTAIN	1 YEAR
MEN'S CAPTAIN	1 YEAR
LADIES' VICE CAPTAIN	1 YEAR
MEN'S VICE CAPTAIN	1 YEAR
MATCH SECRETARY – LADIES' SECTION	1 YEAR
MATCH SECRETARY – MEN'S SECTION	1 YEAR
REPRESENTATIVE FROM LADIES' SECTION	1 YEAR
REPRESENTATIVE FROM MEN'S SECTION	1 YEAR

There are also several other roles undertaken. These positions do not sit on the management committee but may be called upon to attend meetings as required.

ROLE	RESPONSIBILITIES/TASKS
COMPETITIONS SECRETARIES/SUB COMMITTEE	See separate job description
EVENTS/SOCIAL SECRETARY	To coordinate the Club's social events
FIXTURES SECRETARY	To coordinate the programme of matches, events and activities (e.g. friendlies/outings) to produce the Fixture card for the coming season.

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SAFEGUARDING OFFICER	See separate job description
WEBSITE & SOCIAL MEDIA	<p>To ensure the Club's website is up to date and relevant. See Spring Park Shirley Bowling Club, Croydon</p> <p>To ensure promotional recruitment materials are posted on social media.</p> <p>To liaise with local publications (e.g. SPAN) to promote the club.</p>
HEALTH & SAFETY OFFICER	<p>To ensure members are aware of the H&S policy and procedures for the club. These are displayed on the Secretary's board.</p> <p>See separate document for more detailed tasks.</p>
SPSBC CROYDON CONTACT	<p>To act as liaison with Croydon Council Parks & Facilities Management.</p> <p>See separate document for more detailed tasks.</p>

There are also several sub committees, each role/committee has specific responsibilities.

COMMITTEE NAME	RESPONSIBILITIES
SELECTION	<p>There are separate committees for Ladies & Men's sections.</p> <p>Membership consists of Captain, Vice-Captain & the Match Secretary who liaise to agree which members will play in matches.</p> <p>No one person can decide selection without the agreement of at least one other member of the committee.</p>
HANDICAP	<p>Membership consists of Captain, Vice-Captain & the Match Secretary and Competition Sub Committee who meet to agree members handicaps for the forthcoming year (based on their performance the previous year) before the draws for internal club competitions.</p>
MAINTENANCE	<p>Although the building and grounds are owned by LB of Croydon, the Club members generally undertake maintenance such as gardening, internal decorating, external gutter cleaning etc. A small group of members coordinate/undertake any maintenance work.</p>