



West Sussex County Short Mat Bowls Association

Roles & Responsibilities

Membership Secretary

Update: July-2022

(Note: The Membership Secretary and The Secretary Duties are currently a combined Role)

The role of the Membership Secretary is to be responsible for registering players, and clubs with the Association and the ESMBA. The Membership Secretary will maintain club and bowler membership records, issue ESMBA membership cards, and notify the appropriate officers of all updates.

Desirable Attributes:

- Good Organisational Skills
- Ability to maintain accurate records
- Dedicated County Person
- Computer skills
- Good communication skills

Specific duties include but are not limited to:

- June - Issue Club Membership Renewal & Bowler Registration forms to Club Secretaries & Contacts. (To be returned by 1st September).
- Receive registration forms from clubs and register Bowlers in the "Player Membership Renewals" Workbook.
- Record the clubs that have paid the Club Membership Fee & Bowler Registration Fees in the "Membership Fees" Workbook.
- Record all payments in the "Membership Paying-In Advice" Workbook.
- Pay in all club remittances on a weekly basis.
- Advise the Association's Treasurer of all payments.
- Advise League & Cup Secretary of Bowler registrations on a regular basis.
- Issue ESMBA Bowler registration cards to Club Secretary.
- October - Advise the Association's Treasurer the amount to be paid to ESMBA in membership fees. Thereafter every quarter. Ensure ESMBA are paid. Pay ESMBA.
- Maintain and update the "Club & Match Secretaries" workbook, and advise the appropriate officers of all updates including the ESMBA officers.
- Advise ESMBA of all Club Membership & Bowler Registrations.
- Provide Membership Status Reports for all Management Committee Meetings, Delegate Meetings and AGMs.
- Attend as many Management Committee Meetings, Delegate Meetings and AGMs as possible.

Needed:

- Computer
- Computer Applications: Excel, Word
- Internet Access
- Email Address
- Paying-in book