



West Sussex County Short Mat Bowls Association

Roles & Responsibilities

Secretary

Update: July-2022

Note: The Association has a Minute Secretary as a separate role to the Secretary.

The role of the Secretary is to be responsible for communications and correspondence. The Secretary will compile and issue Agendas and reports for all meetings. The Secretary is responsible for the club's records.

Desirable Attributes:

- Organised, prompt and efficient.
- Dedicated Association Person
- Computer skills
- Good communication skills

Specific duties include but are not limited to:

- Maintain the Association's Constitution.
- Ensure all nominations and propositions for the AGM are received by 1st March.
- Keeper of all Minutes.
- Keeper of League and KO rules.
- Keeper of Association procedures and policies, mainly competitions and selection.
- Submit a draft Work Plan for Meetings and Key business items (KBI) for the coming season.
- Collect MC Reports, compile Agendas and issue prior to all Meetings.
- Ensure Club Secretaries and all contacts are kept informed of relevant activities within the Association.
- Maintain the Non-disclosures log.
- Keep and maintain attendance records.

Needed:

- Computer
- Computer Applications: Excel, Word
- Internet Access
- Email Address