



West Sussex County Short Mat Bowls Association

Roles & Responsibilities

Management Committee Member

Update: 2-Nov-2023

The County is managed by a committee consisting of Officers and committee members. The role of a Committee Member (CM) is to participate at committee meetings and provide help and support to any tasks that need completing. The Management Committee is responsible for ensuring all decisions are taken in the best interests of the County and its members, and that their role is carried out effectively.

Desirable Attributes:

- Good Organisational Skills
- Dedicated Association Person
- Computer skills
- Good communication skills
- Good "Team" member

Specific duties include but are not limited to:

- Act as representative for their area of the County.
- Ensure all documentation in respect of the business of the Association is read and understood.
- CMs may be asked to act as an assistant to a member of the executive*. (ie. Assistant Safeguarding Officer).

Needed:

- Computer
- Internet Access
- Excel & Word proficient
- Interface with the Association's Webmaster (To be advised).

** Note: The Management Committee recognise that Committee Members may have specific skills and attributes that dovetail with certain positions on the executive, and will endeavour to use these attributes to their best advantage. Currently meetings are by Zoom and two are planned for Upper Beeding.*