



West Sussex County Short Mat Bowls Association Roles & Responsibilities **League Secretary**

Reviewed: 2-Nov-2023

The League Secretary is responsible for administration and maintenance of the Association's Winter League Competition. The League Secretary issues regular status updates to clubs and the Management Committee (MC).

Desirable Attributes:

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

Specific duties include but are not limited to:

- Issue League entry forms to Clubs (early April).
- Receive all League entries from Clubs (end of April).
- Suggest a league structure and with the assistance of the MC determine the final League structure (May MC meeting).
- Notify Clubs of League structure, and issue result sheets (early June or immediately after MC meeting to ratify the league structure).
- Maintain and issue League results to Clubs and MC.

Needed:

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