



**SURREY COUNTY WOMEN'S BOWLING ASSOCIATION**  
PRESIDENT Mrs Dorothy Roberts

The  
**co-operative**  
funeralcare  
LEIGHTONS  
Optical & Hearing

**ASSISTANT SECRETARY  
JOB DESCRIPTION**

The Assistant Secretary works closely with the County Secretary

- Attend two Council Meetings, take minutes, print and circulate to Executive Committee, all Clubs; keep a copy of all minutes as a record and provide County Secretary with a copy;
- Arrive in good time to meetings to check all is in order for the meeting;
- Prepare attendance books and record apologies for absence;
- Take club folders where appropriate and any other information for clubs;
- Attend the Surrey Dinner and Prize-Giving;
- Attend Executive meetings.

**Secretarial Work**

- Record Council and Executive meetings, and create minutes from the recorded notes. Once typed, send to County Secretary for approval;
- Then send Council minutes to Club Secretaries and delegates and the Executive minutes to the Executive Committee where appropriate;
- Supply Agenda for Council meetings as supplied by the Secretary;
- Supply Secretary with draft Agenda for Executive meetings.

**OPTIONAL**

- Attend friendly County Games, John's and Walker Fixtures. Quarter, Semi-Finals and Finals of County Competitions; Attend and play in Executive Games
- Mileage costs as set out by the Executive Committee.
- All expenses are paid where appropriate – please supply the Treasurer with any invoices or receipts to support claims. Submit claims monthly to Treasurer.
- It is essential to be Computer literate and have a working knowledge of emails.

**PLEASE CONTACT: Sheron Mitchell on [sheronwmitchell@yahoo.co.uk](mailto:sheronwmitchell@yahoo.co.uk) or telephone 020 8406 3970 or 07729 022091**