

Bowls Surrey

JOB DESCRIPTION

ADMINISTRATOR



The Administrator role is key to the successful administration of County affairs. It is not only a channel of communication between Bowling in the County of Surrey and the National administration of Bowls England, but has a responsibility to maintain that communication as an interchange with SCBA and SCWBA. Associations, Clubs and indeed with Club members. The post holder is a member of the Bowls Surrey Board. The Administrator is elected for a three-year period at an AGM except when appointed by the Board; he/she will then be elected at the following AGM. He/she shares communication responsibility with the SCBA Bowls England Representative and the SCWBA Bowls England Representative. The position is not gender specific.

Who will I work with?	<ul style="list-style-type: none"> • SCBA and SCWBA Presidents and Secretaries • The Chairperson of Bowls Surrey • The Representatives of SCBA and SCWBA to Bowls England • Communications Officer • Other members of the Board of Bowls Surrey • Officers and Officials of Bowls England
What will I do?	<ul style="list-style-type: none"> • Co-ordinate activities and operations ensuring efficiency and compliance to Bowls Surrey policies • Manage and organise agendas etc. for the BS Board Meetings and AGM • Manage phone calls and correspondence (e-mail, letters, etc.) from Bowls England and other bowls related sources and share information as necessary with designated persons within SCBA and SCWBA. • Submit timely reports and prepare presentations/proposals as necessary • Attend all meetings of Bowls Surrey • Attend meetings of SCBA/SCWBA (as necessary) • Be aware of the Affiliation process and with the SCBA and SCWBA Secretaries monitor the register of contact information of Clubs within Surrey • Deal with enquiries coming from persons within either SCBA or SCWBA. • Act as Secretary at the Bowls Surrey AGM. With the Secretaries of SCBA and SCWBA prepare necessary papers and voting cards. Record minutes and outcomes.
What do I need to do this role?	<ul style="list-style-type: none"> • To be approachable and friendly • Good communication skills – verbal and written • Well organised • Good IT skills

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	<ul style="list-style-type: none">• Have excellent attention to detail and accuracy
What are the benefits and how will you support me?	<ul style="list-style-type: none">• Satisfaction of making a vital difference to the County and the players within it• Being part of a team• Learning new skills and using your ability to carry out administrative and management tasks• Bowls Surrey will reimburse any <u>agreed</u> expenses that you incur.• Bowls Surrey will provide any necessary training and support as required.
Annual Commitment	<ul style="list-style-type: none">• Attendance at BS Board meetings approximately 5 per year and any other meeting deemed necessary• Attendance at all Bowls England conferences (2 per year, full days)• Organisation of the BS AGM (November)