

Bowls Surrey



JOB DESCRIPTION

CHAIRPERSON

The Chairperson provides the vision, leadership and business planning skills to develop Bowls Surrey for the benefit of all. You will run the committee and be responsible for the liaison and cooperation between officers and any sub committees of Bowls Surrey and for the two associations that together make up the organisation, namely, Surrey County Bowling Association (SCBA) and Surrey County Women's Bowling Association (SCWBA). Your management skills are vital to ensure that the organisation fulfils its potential and the prominent position of Bowls Surrey within Bowls England is maintained.

The Chairperson is elected to serve for a three-year period, and may stand for re-election

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| Who will I work with? | <ul style="list-style-type: none"> • The Bowls Surrey Board • The Administrator of Bowls Surrey and the Presidents and Secretaries of SCBA and SCWBA • Other Officers and members of SCBA and SCWBA • Other County Chairs • Representatives of Bowls England |
| What will I do? | <ul style="list-style-type: none"> • Lead the team around you to ensure full participation of all members, • Help fill and vacant positions, • Chair meetings of Bowls Surrey Board. • Chair special/annual general meetings, • Ensure any meetings are run effectively and in a timely manner, • Provide advice and support in organisational development and planning, |
| What do I need to do this role? | <ul style="list-style-type: none"> • An experienced and effective manager; • Confident and good at communicating; • To be approachable and friendly • Familiar with business administration and practices; • Diplomatic and discreet; • Well-acquainted with the running of voluntary organisations • Well-organised. |
| What are the benefits and how will you support me? | <ul style="list-style-type: none"> • This will become a very prestigious position within Surrey, so it's highly respected within the community. As the Organisation's leader, you'll have a direct hand in its development which will be incredibly rewarding. And provide satisfaction of making a vital difference to the County and the players within it. • Bowls Surrey will provide any necessary training and support as required. |
| Annual Commitment | <ul style="list-style-type: none"> • Attend all Bowls Surrey Board meetings and County AGM. |