



JOB DESCRIPTION

WOMEN'S COUNTY SECRETARY

Defininitions:

Bowls Surrey	=	"BS"
Surrey County Women's Bowling Association	=	"SCWBA"
Surrey County Bowls Association	-	"SCBA"

1. Shall keep a record of all business transacted at all meetings, submit a report on the year's proceedings to the BS AGM; provide a short report at the April Council meeting a full report form the October Council meeting and conduct the general business of the Association;
2. Compile a calendar each year for every event the County is involved with;
3. Compile a list of dates of meetings of all types which SCWBA holds. To include Council meetings, Executive, Selection and Loyal Service Award committee meetings. Attend all meetings and compile agenda/notes for the same with the assistance of Assistant Secretary;
4. Compile list of dates and venues for competitions. Liaise with competition secretaries on arranging venues;
5. Set dates for friendly matches with other Counties in conjunction with the Match Secretary;
6. Attend above games
7. Update the list of County players on the computerised system;
8. Keep a record of all points earned for Badged and Unbadged players where applicable;
9. Attend all quarter finals, semi-finals and final days for the County
10. Prepare congratulatory letters to all-finalists regarding attendance at County Dinner;
11. Ensure certificates are prepared for all those newly badged players.
12. Prepare certificates for all recipients of the Loyal Service Awards once approved by the Committee
13. Arrange and attend as Master of Ceremonies the County Dinner
14. Liaise with Competition Secretaries on points awarded immediately at the end of the Season particularly with regard to the Victrix Ludorum;
15. Book venue for Council meeting and any other venues required for meetings.
16. Book greens for any Johns/Walker Cup practices as requested by the Team Manager;
17. Check dinner venue is booked and check with Treasurer that deposit is paid, liaise with President and Treasurer and dinner venue for the menu to be finalised in order to prepare letters for all competitors who have reached the semi-finals.
18. Attend all Bowls Surrey Board meetings and sub-Committees as appropriate;



19. This will be the last year for Year Books as all relevant information will be found on the website. However, it is important that the County Secretary familiarises herself with the Bowls England Regulations so that she can easily find anything that a member may ask.
20. The County Secretary needs to familiarise herself with the new website, affiliation system, match system and competition systems so that she can deal with any problems as the systems evolve.
21. The secretaries from SCBA and SCWBA work very closely together and deal with problems that relate to men and women together and regularly have meetings particularly during the closed season.