

Gloucestershire Short Mat Bowling Association

Association Secretary (association officer)

JOB DESCRIPTION

The Association Secretary must be a member of a Gloucestershire SMBA registered club.

DUTIES

1. Receive propositions and agenda items from committee members, prepare agenda for meetings in conjunction with the Chairman. Issue agenda with calling notice to “the Committee” (all club committee delegates, officers and captains.)
2. Attend and report at Committee and other meetings. Take notes and compile minutes and issue to the Committee.
3. Receive correspondence from associated organisations/members eg club secretaries, ESMBA. Respond to correspondence either directly or as required and agreed with the Committee.
4. Send out annual paperwork to all GSMBA registered clubs and prospective clubs eg annual registration forms. Receive completed paperwork and any fees required. Pass fees and summary of registration information to Treasurer.
5. Keep an up to date list of all registered clubs and Committee members together with their contact details.
6. Keep abreast of legislation relating to the GSMBA and its clubs. eg GDPR Advise Committee/Clubs as necessary.
7. Annually prepare and issue AGM data and issue to all clubs with calling notice and agenda. Attend AGM, report, take notes and compile/issue minutes.
8. Annually collect in perpetual trophies and arrange for engraving with this year recipients’ names.

Skills required

1. Computer literacy including use of MS Word, Excel and email
2. Some knowledge of the game of short mat bowls
3. Good general literacy
4. Good communication skills
5. Good admin skills