

# **Billericay Bowling Club**

## **Recruitment Lead**

### **Role Description**

- Ascertain date of our Open Day with Main Committee and confirm our budget re expenditure
- Establish a team and arrange regular meetings for updates and exchanging any new ideas
- Place advertisements in Billericay Residents Magazine, Keep it Local, Around Town and Believe in Basildon magazines
- Update our website and Facebook page to announce our forthcoming Open Day
- Arrange for our Banners to be amended to show Open Day details and obtain permission to place them around the Billericay area (as in previous years at same locations)
- Social Media – Announce our Open Day on Billericay Discussion Page, Billericay Community Events via Facebook
- Contact local Radio stations to advertise our Open Day
- Arrange for our A4 posters to be amended, printed and distributed/displayed
- Ascertain whether Bowls England are giving Play Bowls grants to clubs again and, if so, apply for a grant

- Liaise with our Main Committee and keep them updated of our work
- Organise our Open Day agenda and liaise with members of our team re responsibilities and duties on the day. Invite other experienced Club members to also assist