

# **BILLERICAY BOWLING CLUB**

## **JOB DESCRIPTION - PRESIDENT**

- **OVERSEE AND SUPPORT THE MANAGEMENT AND ADMINISTRATIVE OPERATION OF THE CLUB.**
  
- . **ENSURE THE MANAGEMENT ACTION PLAN IS REGULARLY REVIEWED/UPDATED.**
  
- . **HAVE A GOOD UNDERSTANDING OF OFFICERS DUTIES AND RESPONSIBILITIES.**
  
- . **REPRESENT THE CLUB AT LOCAL/REGIONAL EVENTS.**
  
- . **BE AWARE OF ALL FUTURE CLUB ACTIVITIES/PLANNING INITIATIVES**
  
- . **CHAIR REGULAR MAIN COMMITTEE /ANNUAL GENERAL MEETINGS .**
  
- . **ENSURE THE CLUB FULFILLS ITS RESPONSIBILITIES TO THE ADOPTED SAFEGUARDING POLICY CONCERNING CHILDREN/VULNERABLE ADULTS.**
  
- . **OPERATE AN 'OPEN DOOR' POLICY FOR ALL CLUB MEMBERS IN THE INTERESTS OF HAVING A HAPPY/CONTENTED MEMBERSHIP**
  
- . **ASSIST THE CLUB SECRETARY IN THE CONDUCT OF DISCIPLINARY MATTERS.**
  
- . **ASSIST THE CLUB SECRETARY WITH ANY LEGAL MATTERS THAT MAY ARISE.**
  
- . **ENSURE GOOD COMMUNICATIONS AT ALL TIMES WITH THE MEMBERSHIP.**