

Billericay Bowling Club

Club Secretary

Role Description

- Being the first point of contact for club enquiries
- Organising and attending key meetings (Annual General Meeting, Pre-Season General meeting) plus management committee meetings.
- Taking and publishing minutes of meetings
- Dealing with all correspondence, and determining routine club membership applications
- Attending to affiliations with Bowls England; Essex County and district associations with participating league teams (Chelmsford, Brentwood, CMBL and Basildon)
- Ensuring insurance is up to date and relevant
- Maintaining up to date membership records/data and reference files and ensuring compliance with the clubs privacy policy
- Obtaining/managing data from members for team preferences, and external competition entries.
- Liaising with Basildon Council for season tickets, parking permits, accounts and bowling club site maintenance and improvement.
- Producing/ distributing the Club Handbook
- Overview of all club notice boards and displaying formal information (insurance, privacy policy etc) on main notice board
- Informing members of club activities via email/post or notice board
- Providing detailed job description and arranging handover and succession planning for the position