

# **REIGATE PRIORY BOWLING CLUB**

## **Role Description**

**Role Title:**                **Club Secretary**

### **General Description**

To assist in the smooth running of Reigate Priory Bowling Club for the benefit of its members, by providing secretarial and administrative services.

### **Specific Duties**

1.        To attend all main committee meetings, produce agendas, take minutes and type and distribute these to committee members, including the President and Trustees if they are not committee members.
2.        To maintain affiliation with Bowls Surrey (to include Surrey County Bowling Association, Surrey County Women's Bowling Association, and Bowls England).
3.        To collect and respond to all Club correspondence.
4.        To liaise with the Assistant Secretary (if one is in post) in all aspects of the secretarial position to ensure continuity.
5.        To deal with any requests for membership of the Club and arrange for these to be approved by the Committee.
6.        To keep appropriate records for membership, taking into account data protection responsibilities, and to ensure new members have read and provided written acknowledgement of the policies and procedures contained within the Induction folder.
7.        To keep an up to date record of training carried out by coaches and members.
8.        To notify the web master of any changes relating to the web site and ensure the information is kept up to date.
9.        To adhere to all RPBC policies and procedures.
10.       To recognise the need to adhere to the General Data Protection Regulations (May 2018) in all duties relating to the role.
11.       To maintain notice boards in the Club house to ensure they are up to date.
12.       To maintain all paperwork relating to the Clubmark Accreditation and to update this at the time of re-accreditation.
13.       To carry out monthly duties as per Appendix A.

### **Other Duties**

1.        To actively involve Club members in the day to day running of the Club, to ensure a succession of knowledgeable participants for the future.
2.        To undertake such other tasks as may be reasonably requested by Captains or Chairman.

**CLUB SECRETARY - MONTHLY DUTIES**

**January**

- (a) Deal with any urgent issues following the break during December.
- (b) Liaise with Match Secretary regarding the production of fixture cards.

**February/March**

- (a) Arrange with sign-writer to update the honours board, using the list of winners from Finals Day.
- (b) On receipt of fixture cards, apply for appropriate licences for Invitation Days.
- (c) Prepare and distribute start of season letters, enclosing fixture cards/tea and cleaning rotas and an invitation to attend a pre-season get-together – to all members.
- (d) Send a fixture card to Reigate College and Reigate Priory Cricket Club and Old Reigatians Rugby Club for their information.

**April**

- (a) Prepare Rink Diary for the season.
- (b) Liaise with the Treasurer to make the affiliation payment to Reigate & Banstead District Sports Council.

**May/June**

- (a) Update membership lists/e-mail addresses once subscriptions have been paid, in liaison with Treasurer.
- (b) Update Emergency Contact lists.

**July**

- (a) Liaise with Treasurer regarding the renewal of the Club main insurance policy.

**September**

- (a) On first of month, display forms for officer nominations for the following season.
- (b) Prepare and distribute notifications and agendas for AGM, along with minutes of previous AGM.

**October**

- (a) Deal with additional proposals received from members for AGM.
- (b) Check that SCWBA forms have been returned (dealt with by Ladies delegate).
- (c) Attend and minute the AGM, keeping a list of attendees.
- (d) Assist with Annual Dinner duties as required.
- (e) Check which members wish to enter Surrey competitions for the next year.

**November/December**

- (a) Send in annual affiliation return (Forms A, B & C) to Bowls Surrey by agreed date. Keep copies for reference, including copy of payment cheque if used. Send copy of paperwork to Treasurer.
- (b) Refer requests by SCBA to book our green for Area finals to the Match Secretary.