Bowls Sub Committee Secretary - Peacehaven and Telscombe Bowls Club

Position Title:
Bowls Section Secretary

Reports To:
Club Bowls Committee / Club Captain

Term of Office:
Typically one year, renewable by election or appointment at the club's End of Season Meeting

Purpose of the Role:
The Bowls Section Secretary acts as the administrative lead for the bowls section of the club. This role ensures smooth communication between members, officers, and the committee, manages official correspondence, keeps records, and helps organise club events and competitions. The Bowls Section Secretary is central to the operational efficiency and governance of the outdoor bowls section.

Skills and Qualities:

- Strong organisational and administrative skills
- Effective written and verbal communication skills
- Friendly, approachable, and reliable
- Attention to detail and accuracy in record-keeping
- Basic IT skills for email, word processing, and online communications
- Knowledge of bowls rules and competitions, helpful but not essential

Benefits:

- Play a key role in the administration and smooth running of the bowls section
- Develop organisational, communication, and leadership skills
- Contribute to a positive and well-organised club environment
- Build strong relationships with members, volunteers, and the wider bowls community

Key Responsibilities:
Administrative Duties

- Prepare agendas and take minutes at bowls section meetings and relay relevant information to the committee.
- Maintain accurate records of members, correspondence, and official documents.
- Ensure compliance with the club constitution, rules, and relevant bowls association regulations.
- Handle correspondence with members, clubs, leagues, and regional/national bowls associations.

Communication

- Keep members informed of club news, fixtures, competitions, and events.

- Act as the primary point of contact for member enquiries relating to the bowls section.
- Communicate decisions and outcomes from committee meetings and competitions to members.

Support to Club Officers

- Assist the Club Captain, Vice-Captain, Competition Secretary, and Match Secretary in planning and organising events and competitions.
- Support the Club Captain and Committee by providing administrative and logistical assistance.
- Liaise with the Club Secretary and other club sections and external bodies as required.

Event and Competition Assistance

- Help coordinate competitions, tournaments, and social events for the bowls section.
- Maintain records of competition results, trophies, and achievements.
- Ensure smooth administration of internal and inter-club events.

Record-Keeping and Reporting

- Liaise with the Club Secretary to maintain up-to-date membership records for the bowls section.
- Produce reports for committee meetings and the Annual General Meeting.
- Archive historical records, meeting minutes, and competition results for future reference.

Time Commitment:

- Attendance at bowls section committee meetings monthly or as required
- Regular communication with members and officers throughout the season
- Approx. 4-hours per week, varying with season and events

Support and Training:

- Supported by the Club Secretary, Captain, Vice-Captain, and Competition Secretary
- Handover guidance provided by the outgoing Bowls Section Secretary (if applicable)
- May access templates, records, and guidance from regional bowls associations