Best Practice Officer - Peacehaven and Telscombe Bowls Club

Position Title:
Best Practice Officer (Officer of the Club)

Reports To:
Club Committee / Chair / Membership

Term of Office:
Typically one year, renewable by election at the AGM

Purpose of the Role:
The Best Practice Officer is one of the Officers of the Club. They ensure the organisation operates safely, ethically, and in line with national governing body standards. This role often overlaps with or encompasses compliance and welfare etc.

Skills and Qualities:

- Good communication and interpersonal skills
- Knowledge of bowls rules, Bowls England and county structures
- Ability to represent the club diplomatically and effectively
- Organised and reliable with the ability to manage records
- Approachable and respected by club members
- Sound computer skills

Benefits:

- Play a key role in ensuring the Club is following best practice guidance
- Gain insight into NGB regulations

Key Responsibilities:
Communication

- Keep the club management committee and members informed of Bowls England best practices and initiatives.
- Provide timely updates on the club health check, and opportunities to improve.
- Serve as a point of contact between the club and Bowls England.

Advisory Role

- Advise the committee on best practice, opportunities, and requirements.

Record-Keeping and Reporting

- Report back to the club management committee on Bowls England current guidance and relevant initiatives.
- Help ensure club compliance with national requirements for affiliation, membership, etc.

Time Commitment:

- Attendance at relevant committee meetings

- Approx. 3-hours per month on average, with additional commitment during pre-season preparation.

Support and Training:

- Supported by the Club Management Committee, and Club Secretary
- Handover guidance from the outgoing Best Practice Officer (if applicable)
- Access to guidance, documentation, and support from Bowls England