Club Secretary - Peacehaven and Telscombe Bowls Club

Position Title:
Honorary Club Secretary (Officer of the Club)

Reports To:
Club Committee / Membership

Term:
Elected annually at the Club's Annual General Meeting (AGM)

Role Purpose:
The Club Secretary plays a vital role in the smooth running of the club's administration. Acting as the main point of contact for correspondence and official documentation, the Secretary ensures that meeting minutes, records, and communications are managed efficiently and in line with the club's constitution and governing body requirements.

Skills and Qualities:

- Strong organisational and communication skills.
- Comfortable with IT (email, word processing, spreadsheets).
- Attention to detail and record-keeping.
- Team player with a friendly, approachable manner.
- Previous administrative or committee experience (desirable but not essential).

Benefits of Volunteering:

- Contribute to the success and sustainability of the club.
- Enjoy social and sporting engagement with members and visitors

Key Responsibilities:
Administration and Communication

- Serve as the primary contact for the club's correspondence — email, post, and official notices.
- Prepare and distribute meeting agendas, minutes, and reports in coordination with the Chairperson.
- Maintain up-to-date records of club members, committee decisions, and club policies.
- Communicate relevant information to sub-committee relating to leagues, and governing bodies (e.g., Bowls England, County Associations).
- Manage club documentation including affiliation renewals, and compliance paperwork.
- Manages the Club's constitution and Bye Laws ensuring they comply with BE, County and Government guidance.
- Is the licensee for the Club's bar license.
- Ensure all members are affiliated to BE and County.
- Prepare grants and bids to various external organisations and agencies in coordination with the Treasurer.

Meetings and Governance

- Schedule and coordinate committee meetings and the Annual General Meeting (AGM).
- Record and distribute accurate minutes of all meetings.
- Chairs the committee in the absence of the Chairperson.

Membership and Events

- Support membership renewals, applications, and record keeping.
- Assist in organising club events, competitions, and social activities where needed.

General

- Maintain confidentiality and act in the best interests of the club at all times.
- Work collaboratively with other committee members and volunteers.
- Support a welcoming and inclusive environment for all members.

Time Commitment:

- Approx. 6-hours per week
  Attendance required at monthly committee meetings, Annual General Meeting (AGM), and key club events.