

Secretary West End Bowls Club

Duties of Secretary

- Contact for Club correspondence – to action or distribute to appropriate member of the Committee/Member of the Club.
- To ensure enrolment of affiliation to BE, A&D, SBA, WSBA, & NWSBA. To comply with entry deadlines for entry into the external competitions in these Leagues.
- Attend AGM and ad hoc meetings of these associations or arrange for someone to attend. Report back to Committee.
- Prepare Agendas and take minutes of Committee meetings & distribute completed minutes. Notify members of Pre-season and AGM Meetings, send out Agendas for same. Minute meetings and produce completed minutes.
- Archive/file all relevant documentation.
- Arrange Occasion cards for members e.g. get well, sympathy.
- Provide Derek Chapman with notices for the Website arising from any of the above.
- As member of the Committee to assist in working parties, bar and social functions, fund raising and hosting external games.