



## Roles and Responsibilities

### The Role of the County Administrator, Yorkshire Bowling Association

**Tenure: 1 Year - This is a voluntary position with an annual honorarium.**

#### Role Summary

The County Administrator is the individual affiliated member nominated within the County Association as the primary point of contact between the County Association and Bowls England. He/she is also the main points of contact between both the Executive Committee, the Club Secretaries and Club Members. Also the primary point of contact with the BDA Club Development Team Leader in the North East of England. This role is a time hungry role and requires the ability to allocate regular time periods for the tasks involved.

#### Responsibilities

- Maintain a register of Affiliated Clubs
- Being the main point of contact within YBA
- Attending to YBA correspondence, including; phone calls, emails and letters
- Attending BE meetings including BE ZOOM meetings, either in person or nominate another YBA Officer
- Regular meetings with the BDA Club Development Team Leader in the North East of England
- Organising and attending quarterly meetings for the Executive Committee
- Organising YBA AGM - distribution of documentation
- Responsible for ensuring accurate minutes are taken and filed
- Attend gender specific Sub-Committee Meetings
- Create and distribute a monthly newsletter
- Work with Ladies' and Men's Secretaries to support the continued development of bowls
- Promote affiliation across the County including club visits, as and when necessary
- Promote new BE initiatives (e.g. BBW, Bowls Bash, Play Bowls)
- Support the Junior Development Officers
- Maintain an Obituaries Register
- Attend YBA fixtures as necessary
- Liaise with YBA website Manager
- Work towards improving policies and procedures within YBA



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### The Role of the County Administrator, Yorkshire Bowling Association

Continued...

#### Responsibilities continued

- Overseeing a programme of suitability of playing surfaces of greens used for County and National Competitions (as per BE Rules and Regulations, Page 4, 50.2.4)
- Ensuring YBA Officers' Roles and Responsibilities are updated as required
- Assisting with recruitment for new roles as required by BE
- Oversee the update and amendments of the Constitution
- Assist with enquires from outside the County to arrange bowls tours
- Liaise with County Councils on their Playing Pitch Strategy
- Keep a track of all costs incurred in the role and send in a claim for expenses into YBA Treasurer before the end of each financial year

#### Ideal Skills

- Confidentiality
- Ability to communicate at all levels, both written and verbal
- Listening - including to member's points of view
- Sensitivity and understanding
- Administration skills - written and technical
- Financial literacy
- Attention to detail
- Ability to work either individually or as part of a team
- Delegation
- Flexible and open to change