



## Roles and Responsibilities

### The Role of the Ladies' Secretary, Yorkshire Bowling Association

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

#### Role Summary

The position of Ladies' secretary involves being part of the Executive Committee of Yorkshire Bowling Association. This Committee are responsible for assisting all the Yorkshire County affiliated Bowling Clubs with issues relating to the conduct of the sport of flat green bowls in the County. In turn the Executive Committee ensure that the County affiliated clubs adhere to the Rules and Regulations of our National Governing Body - Bowls England, from recruitment of members, running of clubs through to disciplinary issues etc.

#### Responsibilities

Keeping an up to date list of contacts of all affiliated bowling clubs in the County

Being an interface with all affiliated bowling clubs, particularly concerning ladies, and liaising with the ladies' secretaries/representatives of all clubs (around 60 clubs in total)

Preparing and sending out to all affiliated clubs: Competition sheets; Northern County, John's Trophy and Walker Cup nomination sheets

Representing the County at Northern Counties meetings

Finding and selecting bowls clubs to host visiting Northern Counties matches

Find host clubs for other Counties wishing to play in Yorkshire

Organising inter-county friendly matches e.g. with Lancashire

Organising bi-annual County ladies' meetings for all clubs (Spring and Autumn)

Organising May Bowl and Get-together matches and teas

Organising Edith Stone Match with the Stone family

Ensuring all information regarding ladies at affiliated clubs is sent by email or post

Organising Annual Ladies' Luncheon and Presentation of Trophies event

Organising gift for outgoing lady President

Helping new incoming President in her role to ensure her job runs smoothly and she has everything she needs re speeches etc.

Arrange umpires for Northern Counties games

Attend YBA AGM



## **The Role of the Ladies' Secretary, Yorkshire Bowling Association**

Continued...

<b>Responsibilities (continued)</b>
Attend selection meeting
Send letters to all successful and unsuccessful nominees
Attend all YBA Executive meetings
Prepare match cards if not done by the Team Manager
Order badges
Deal with general correspondence concerning ladies of affiliated clubs
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

<b>Ideal Skills</b>
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
Flexible and open to change