



## **Roles and Responsibilities**

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

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

#### **Role Summary**

Co-ordination of the Men's YBA Section to achieve the overall aims and purpose of the YBA and to discharge the areas of responsibility.

#### **Responsibilities**

Provide a communications link for the Men's Section with;

- YBA Executive
- YBA Officers
- YBA membership

To ensure appropriate administrative support for the Men's Bowling Sub-Committee

To co-ordinate any development activities for the Men's Section members

Ensure Safeguarding requirements are met in line with the YBA Executive direction

Liaison with the YBA Treasurer

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

Good communicator

Ability to organise and run meetings

Effective administration and fiscal skills

Ability to represent the YBA with other bodies

Receptive to change