



HEREFORDSHIRE SHORT MAT BOWLING ASSOCIATION

AFFILIATED TO: ESMBA & HEREFORDSHIRE SPORTS COUNCIL

League Secretary Role Description

All Management Committee Members are expected to:

- Attend and report to HSMBA Management Committee and General meetings
- Follow the HSMBA Management Committee Confidentiality Policy
- Act in the best interests of the HSMBA and not as a club representative
- Respect and uphold the HSMBA constitution
- Support other committee members in the execution of their roles and the committee as a whole in the performance of any duties for which no current committee member has specific responsibility

Attributes Required for the Role

- Confidence with the basic management of data using spreadsheets and preparing letters and forms using word processing software
- The postholder will be required to hold an appropriate Disclosure and Barring Service certificate (any expense incurred will be reimbursed by the association)

Specific Responsibilities

- Collating league entries and making league format proposals to the management committee
- Issuing league entry, format and key timing details to teams
- Maintaining and issuing league management documentation (e.g., player identity forms, score sheets)
- Collating and publishing league fixture lists once finalised by clubs. Ensuring that agreed fixtures accord with guidance regarding protected dates
- Collating and recording match results and player details and providing regular league updates to league team contacts and for uploading to the website and inclusion in press reports
- Investigating and reporting any league rule infringements or disciplinary issues to the management committee for appropriate action in accordance with the league rules or the Association's disciplinary guidelines
- Making recommendations to the management committee and/or the AGM regarding changes to the league rules, constitution or other guidelines which relate to the operation of the leagues
- Updating the league rules following changes ratified by an AGM, ensuring each league team is issued with one printed update of the latest rules and that the latest version of the rules is published in a printable / downloadable form on the website