



HEREFORDSHIRE SHORT MAT BOWLING ASSOCIATION

AFFILIATED TO: ESMBA & HEREFORDSHIRE SPORTS COUNCIL

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 basic administration and record keeping
- Confidence in preparing letters and forms using word processing software
- Good written communication skills

Specific Responsibilities

- Managing the scheduling of management committee and general meetings including booking venues and issuing notices of meetings, agendas and nomination forms
- Collating nominations, proposals and motions for general meetings and ensuring all notices and documentation are issued in accordance with the Association's constitution
- Taking and distributing the minutes of management committee and general meetings and distributing any additional documentation resulting from meetings
- Maintaining the attendance register for management committee and general meetings
- Dealing with the Association's correspondence and ensuring matters are referred to, and addressed by, the appropriate officer or the management committee
- Acting as a primary point of contact for the association with the ESMBA and other external bodies
- Managing the issuing and completion of management committee and club officer confidentiality / GDPR forms
- Maintaining and circulating the schedule of management committee details
- Managing the Association's events diary and preparing and distributing the Bowling Dates document in conjunction with County Captains, Competition Secretary and League Secretary and with reference to the ESMBA published events diary
- Maintaining the Association's constitution and ensuring updates are circulated to management committee, clubs, the ESMBA and published on the website
- Managing the retention of paper and electronic documents and records in accordance with Association, ESMBA and any other appropriate guidelines