



<https://www.birminghambowlingassociation.com>
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Birmingham Bowling Association

League Secretary Job Description

The league secretary is responsible for the organisation of leagues for both the A and B division.

The league secretary is required to

- a. Agree with the committee the makeup of each league based on team entries and constitutional rules
- b. Produce a league schedule at the start of the season and publish via the website officer
- c. Receive league results
- d. Update league tables and pass to website officer for publication
- e. Collate nominated player lists for clubs with more than one team
- f. Receive notifications of any league match postponements and ensure the rules are followed
- g. Attend committee meetings