



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

Secretary Job Description

The secretary is responsible for effective maintenance and management of records of the association and to assist the president to perform association duties

The secretary is required to

- a. Ensure that the records of the association are maintained and made available when required. Manage general incoming and outgoing correspondence and ensure that accurate and sufficient documentation exists to meet constitutional requirements
- b. Give notification of meetings. Develop and distribute an agenda prior to meetings, in consultation with committee members
 - a. Executive Committee Meetings
 - b. Delegates Meetings
 - c. AGM
 - d. Any sub-committee
- c. Be responsible for the organisation and administration of
 - a. booking venues
 - b. recording and circulating minutes and to act as a liaison with any sub-committees. (Minutes shall be retained in hardcopy format)
- d. Present a report for the organisation and administration of the annual presentation dinner, currently in conjunction with the B.D.W.B.A
- e. Be custodian of the master copies of the ruling documents of the Association, currently the Constitution and the League Rules. (These shall be retained in hardcopy format.)
- f. Represent the Association on external bodies as and when required
- g. Oversee the Association website in conjunction with the website officer
- h. Assist with the development of aim and relevant business and strategic plans in order to achieve the goals of the association
- i. Ensure written handover of all relevant information of the incoming secretary