

THREE MILE CROSS BOWLING CLUB
JOB DESCRIPTIONS, AS AT AUGUST 2023

The objective of this document is to give guidance to Officers as to what is expected from them. It is also aimed to make members be more aware of “who does what” in case they have any issues.

The policy of the club is to allow each Officer to have a fair amount of freedom in carrying out their role as they see fit. The Management Committee has overall responsibility and reports are routinely required in order to maintain control. This is especially important where there are any financial implications.

MANAGEMENT COMMITTEE

As at 2023 the Management Committee comprises the following Officers:

President
Chairman
Vice Chairman
Secretary
Ladies’ Secretary
Treasurer
Green/Maintenance Chair
Captain
Membership Secretary
Fixtures Secretary
Head of Recruitment
Head of Communications
Bar Manager
Entertainments Manager

The club also has two Bowls Committees, one each for the Men and Ladies. These Committees mainly deal with selection issues for League and County/National competitions but they also address any issues specific to bowling.

The Vice Chairman is nominated within the Committee at its first meeting following the AGM.

PRESIDENT

PURPOSE:

The President will probably have been an active member for some years and will have a high regard for the Club and its traditions. He/she would be expected to hand over the green when it is on loan, for example to the RCBBA for a County fixture, and join the post-match meal if available.

The President has a place on the Management Committee. He/she has voting rights but has no specific operational role.

President versus Captain fixture -

It is customary for the President to arrange the post-match meal at a realistic cost. He/she is not expected to pay for it. The provision of wine on the table is at the President's discretion.

Match fees from the game are collected and passed to the President to offset the cost of catering, any surplus to go to his/her chosen charity.

The prize for the winner of the spider is provided and presented by the President.

It is expected to give some token gift to the Gent's and Ladies' Captain and to the President's winning rink.

The usual procedure is for the President and Captain to liaise before the game to draw teams.

Club AGM - the President will be seated on the top table and open the meeting with a few words.

Presentation Dinner Dance - the President will be expected to say a few words, including Grace, and present the trophies.

QUALIFICATIONS:

See under PURPOSE.

DEPUTY PRESIDENT

PURPOSE:

To deputise for the President in his/her absence, for example, hosting any County games on behalf of the club.

QUALIFICATIONS:

As per President.

CHAIRMAN

PURPOSE:

The effective conduct of the Management Committee meetings and any club-wide general meetings.

QUALIFICATIONS:

A comprehensive knowledge of the Club's rules and general procedures for meetings.

The ability to ensure subjects are discussed properly before decisions are made which serve the best interests of the Club.

VICE CHAIRMAN

PURPOSE:

Chairing of meetings in the absence of the Chairman. He/she will be appointed from amongst the Committee members at their first Committee meeting after the Club AGM.

QUALIFICATIONS:

As per Chairman.

SECRETARY

PURPOSE:

Produce and circulate agendas and minutes of the Committee meetings and Club AGM.

Maintain an accurate record of business conducted at all club-wide meetings.

Deal with correspondence concerning the club as a whole.

Inform members of any decisions made at Committee meetings which affect them.

Provide secure accommodation for Club records, files etc. and make them available at the request of the Management Committee.

Display copies of minutes of Management Committee Meetings, AGMs and EGMs in the Clubhouse.

Maintain and review the Club's Constitution.

Complete the annual return to RCBBA concerning the Men's County competitions.

Act as the first point of contact with Bowls England and RCBBA.

QUALIFICATIONS:

A good knowledge of the Club's rules.

An understanding of office procedures.

A good standard of literacy.

MEMBERSHIP SECRETARY

PURPOSE:

Maintain an accurate record of members' contact details and provide such information as requested by the Management Committee.

Process applications forms from prospective members.

Arrange each year to notify members of subscriptions renewals and timescales.

Liaise with the Recruitment Chair regarding new members.

Ensure that new bowlers are welcomed and integrated into the club.

QUALIFICATIONS:

As per Secretary.

TREASURER

PURPOSE:

The effective control of the Club's finances.

The collection/accounting of all monies [cash and electronic] in respect of Club membership subscriptions, bar takings, match fees, raffle takings, club competitions entry fees and cash from any other activity.

The control of all Club banking accounts, paying invoices and banking cash receipts.

Provide the Management Committee at each meeting with a report on the state of the Club's finances.

Produce the Annual Statement for the Club AGM, together with recommendations for subscription rates and match fees as agreed by the Management Committee.

Ensure that the annual accounts are properly inspected.

Ensure that the Assistant Treasurer is aware of any issues in case he/she needs to deputise.

QUALIFICATIONS:

A knowledge of basic accountancy.

Numeracy skills.

ASSISTANT TREASURER

PURPOSE:

To assist the Treasurer as necessary and in the absence of the Treasurer assume the duties of the post.

Attend Management Committee Meetings in the absence of the Treasurer.

QUALIFICATIONS:

As per Treasurer.

CAPTAIN

PURPOSE:

Chair the relevant (i.e. Men's or Ladies') Bowls Committee. The Men's Committee currently comprises Captain, Vice-Captain and Fixtures Secretary. The Ladies' Committee currently comprises the Ladies' Captain, Ladies' Secretary and Ladies' Chair.

Select teams for all Club friendly matches from those who have applied via the BIAS system.

Collect match fees and raffle money from Club friendly games for passing to the Treasurer.

Act as host to visiting clubs at friendly matches, including introductory remarks and post-match toast to the visitors.

Liaise with the Ladies' Captain over arrangements for the Ladies v Gents annual game.

Liaise with the President over arrangements for the President v Captain annual game.

QUALIFICATIONS:

A player with some experience who holds a comprehensive knowledge of the game and its etiquette.

VICE CAPTAIN

PURPOSE:

In the absence of the Captain assume the duties of the post.

QUALIFICATIONS:

As per Captain.

LADIES' CAPTAIN

PURPOSE:

Select teams for Ladies' fixtures from those who have applied via the BIAS system.

Act as a member of the Ladies' Bowls Committee.

Collect match fees and raffle money for passing to the Treasurer.

QUALIFICATIONS:

As per Captain.

LADIES' VICE CAPTAIN

PURPOSE:

In the absence of the Ladies' Captain assume the duties of the post.

QUALIFICATIONS:

As per Captain.

GREEN / MAINTENANCE CHAIR

PURPOSE:

Responsible for maintenance of the bowling green and premises.

Act as first point of contact for the Green Contractor.

Managing the Green Team, ensuring rosters are maintained for cutting the green.

Carrying out/ arranging routine maintenance of the site and equipment.

Reporting to the Management Committee meetings on matters concerning the green, plus any maintenance issues which require expenditure.

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QUALIFICATIONS:

A basic knowledge of green maintenance [the more technical aspects to be covered by the contractor].

A good knowledge of operating machinery used in green maintenance.

A reasonable knowledge of building maintenance.

BAR MANAGER

PURPOSE:

The efficient running of the bar facilities.

Stock control and maintenance of bar supplies.

Production of a roster to cover management of the bar for each game or event where alcohol is sold.

Ensuring that the bar area and its equipment are kept in a clean condition.

Maintaining accurate records of cash in and out of the bar, passing such money promptly to the Treasurer.

Production of price lists, after agreement with the Management Committee.

QUALIFICATIONS:

Organisational skills.

ENTERTAINMENTS MANAGER

PURPOSE:

Arranging/supervision of events, in particular the annual dinner/dance, for the enjoyment of club members.

Production of records of income and expenditure in connection with any function held.

QUALIFICATIONS:

Organisational skills.

FIXTURES SECRETARY

PURPOSE:

The arrangement of all Club Men's and Mixed matches.

Management of draws for club competitions, maintenance of results and arranging matches over the Finals Weekend.

Production of a list of fixtures for publication via the website and BIAS system.

Membership of the Men's Bowls Section Committee.

Liaison with RCBBA concerning any County games hosted by the club.

Communicating with other clubs regarding any fixture issues.

QUALIFICATIONS:

Organisational skills.

LADIES' SECRETARY/ MATCH SECRETARY

The Ladies' Secretary acts as both Secretary and Match Secretary for the Ladies. She is also expected to deputise for the Club Secretary as necessary.

PURPOSE:

The efficient running of the Ladies' section of the club.

The arrangement of all Ladies' matches, including Thames Valley Ladies' League, friendly games and any representative games.

Collection of fees from Ladies' games for passing to the Treasurer.

Membership of the Ladies' Bowls Committee.

Contribution to the AGM of matters relating to the Ladies' section.

Completion of the annual return to RCBBA concerning Ladies' County Competitions.

Dealing with any correspondence from Bowls England and RCBBA concerning ladies' bowling.

QUALIFICATIONS:

A working knowledge of the club and its procedures.

A good standard of literacy.

LADIES' CHAIR

PURPOSE:

Act as member of the Ladies' Bowls Committee.

QUALIFICATIONS:

A comprehensive knowledge of the club's rules and procedures.

Effective chairing of meetings.

HEAD OF RECRUITMENT

PURPOSE:

Recruitment and retention of new/ additional playing members.

Arranging of Annual Open Days and co-ordination of publicity material.

Arranging of attendance of events/initiatives in order to increase awareness of the club in the local community.

Chairing the Recruitment Team, producing agendas and minutes of meetings.

Liaising with club coaches to ensure new members are introduced to all aspects of bowling.

Liaising with the Membership Secretary regarding to new bowlers.

QUALIFICATIONS:

Organisational skills.

Inter-personal skills.

HEAD OF COMMUNICATIONS

PURPOSE:

Raising/ maintaining the profile of the club within the community through production of publicity materials.

Management of the club's Facebook account.

Maintenance of the club's website, ensuring all information is current and correct.

Overall management of the BIAS system for membership details, online rink booking and applying for games.

Production of the club's Competition Finals Weekend Programme and competition certificates for the Presentation Evening.

QUALIFICATIONS:

Good literacy and communication skills.

Good level of IT skills.

Knowledge of website content management and use of social media.