

## **SCHEDULE 11**

### **EXECUTIVE OFFICERS' DUTIES**

#### **General:**

All officers are required whenever possible to give 12 months notice of their intention to retire. Ideally only one officer shall retire at any one time.

### **JOB DESCRIPTIONS**

#### **1 Bowls Devon Chair**

The primary function of the Chair is to manage meetings.

In particular he/she takes the Chair at the following meetings:

- Annual and Special General Meetings of Bowls Devon
- Emergency Committee Meetings
- Life Membership Committee
- Disputes, Disciplinary & Appeals Committee
- Executive Officers' Meetings
- Executive Committee Meetings

The Chair has the power to convene meetings of the Executive and any other Committee.

At a formal meeting the Chair takes charge, and has overall authority on how that meeting is conducted. He/she must handle a debate impartially, favouring neither side of an argument, taking charge of proceedings to ensure that each and every participant in the debate gets a fair hearing. A meeting must be run in accordance with Standing Orders, interpreted as he/she considers appropriate, he/she having the power to rule on Points of Order. The Chair's decision on a matter during a meeting is final and cannot be challenged at that meeting.

The Chair has the right to attend any other meeting in an ex officio, non-voting, capacity to observe proceedings and, if invited to do so, take part in discussions. Outside of meetings the Chair has the role of advisor to other Executive Officers and Members, if and when advice is called for. He/she can express a personal opinion, but that opinion carries no special weight.

If the Chair is indisposed, the Emergency Committee will deal with the situation.

## **2 County Administrator**

The County Administrator shall be responsible for day to day administration and:

- (a) Deal with all correspondence.
- (b) Provide secretarial duties and support to the Executive Committee including preparing Agendas, booking venues, taking Minutes, where appropriate, and to act as a liaison between all Committees. Delegation to the Minute Secretary at Executive Committee Meetings shall be normal practice.
- (c) Present an Annual Report on the proceedings of Bowls Devon.
- (d) Be responsible for the organisation of all Committee meetings when appropriate.
- (e) Be responsible for the organisation and administration of any event requested by the Executive Committee.
- (f) Manage public relations and press releases for Bowls Devon.
- (g) Represent Bowls Devon on Outside Bodies as and when required.
- (h) Be one of the authorised representatives to Bowls England for Bowls Devon.
- (i) Oversee the Bowls Devon Website and maintain and update the Schedules to the Rules as required.
- (j) Help with County Competition finals and attend, if required.
- (k) Assist the Ladies/Men's Administrators and Match Secretaries with the administration and running of matches when necessary.
- (l) Ensure arrangements are made for Umpires when required.
- (m) Be responsible for and administer County Membership list.

- (n) Issue Tournament Licences.
- (o) Be a member of the Finance & General Purposes Committee, Emergency Committee and the Life Membership Committee.

### **3 County Ladies Administrator**

The Ladies Administrator shall:

- (a) Be a member of the Bowls Devon Executive Committee.
- (b) Be a member of and joint Chair Competition Committee together with the Men's Administrator.
- (c) Attend the Ladies General Selection Committee/Johns Trophy Selection Committee, co-ordinate the selection, produce team sheets and attend matches as Duty Officer.
- (d) Attend the Ladies General Selection Committee/Junior Side Selection Committee, co-ordinate the selection, produce team sheets and attend as Duty Officer.
- (e) Take and produce Minutes at meetings of the Executive Officers Meetings, Ladies' Selection Committee and any other Meeting as directed.
- (f) In liaison with Section Secretaries, keep a record of County points scored by ladies on the Badge trail.
- (g) With the Competitions Committee, keep track of ladies' trophies and assume responsibility for necessary engraving, liaising with the County Administrator regarding the purchase of Replicas and the production of Certificates.
- (h) Receive all County and National Competition Results; co-ordinate the running of the final stages of the Ladies' Competitions, including production of programme sheets.
- (i) Be a member of the Emergency Committee.
- (j) Any other duties as determined by the Executive Committee.

#### **4 County Men's Administrator**

The Men's Administrator shall:

- (a) Be a member of the Bowls Devon Executive Committee.
- (b) Be a member of and joint Chair the County Competition Committee together with the Ladies Administrator.
- (c) Attend the Men's General Selection Committee/ Middleton Cup Committee, co-ordinate the selection, produce team sheets and attend matches as Duty Officer.
- (d) Attend the Men's General Junior Selection/Junior Side Selection Committee, co-ordinate the selection, produce team sheets and attend matches as Duty Officer.
- (e) In liaison with Section Secretaries, keep a record of County points scored by men on the Badge trail.
- (f) With the Competitions Committee, keep track of men's trophies and assume responsibility for necessary engraving, liaising with the County Administrator regarding the purchase of Replicas and the production of Certificates.
- (g) Receive all County and National Competition Results; Co-ordinate the running of the final stages of the Men's Competitions, including production of programme sheets.
- (h) Be a member of the Emergency Committee.
- (i) Any other duties as determined by the Executive Committee.

#### **5 County Treasurer**

The County Treasurer shall be responsible for all financial affairs and:

- (a) Chair the Finance and General Purposes Committee.
- (b) Advise the Executive and Finance Committees on all financial matters.
- (c) Prepare periodic and annual accounts.

(d) Arrange the examination of annual accounts by professionals.

(e) Be a member of the Emergency Committee.

## **6 County Assistant Treasurer**

The County Assistant Treasurer shall deputise for the County Treasurer when required and:

(a) Be Vice Chair of the Finance and General Purposes Committee.

(b) Administer the Amenities Fund.

(c) Deal with all match income and expenditure.

(d) Be a member of the Emergency Committee.

(e) Administer County Mixed friendly matches and Mixed President's matches.

## **7 County Ladies' Match Secretary**

The Ladies' Match Secretary shall:

(a) In line with current practice, produce prior to the start of each season the appropriate Friendly County Matches Availability/Request Sheets for each Section Selector to issue to each Club, co-ordinate the selection, produce team sheets and attend as Duty Officer.

(b) Arrange all the Ladies' County fixtures, County Competitions, dates and venues.

(c) Produce an Annual Events Programme in conjunction with the Men's Match Secretary.

(d) Be a member of the Competitions Committee.

(e) Officiate at and manage County matches.

(f) Any other duties as determined by the Executive Committee.

## **8 County Men's Match Secretary**

The Men's Match Secretary shall:

- (a) In line with current practice, produce prior to the start of each season the appropriate Friendly County Matches Availability/Request Sheets for each Section Secretary to issue to each Club, co-ordinate the selection, produce team sheets and attend as Duty Officer.
- (b) Arrange all the Men's and Mixed County fixtures, Men's and Mixed County Competitions, dates and venues.
- (c) Produce an Annual Events Programme in conjunction with the Ladies' Match Secretary.
- (d) Be a member of the Competitions Committee.
- (e) Officiate at and manage County matches.
- (f) Any other duties as determined by the Executive Committee.

## **9 Bowls Development Officer**

The Bowls Development Officer shall encourage, initiate and co-ordinate activities in Devon aimed at developing the sport of Bowls by:

1 Assisting Clubs to:

- (a) Improve and grow in terms of facilities and membership.
- (b) Work towards and achieve Bowls England Clubmark Accreditation.
- (c) Obtain relevant funding.
- (d) Improve access to the sport of bowls.
- (e) Promote local school programmes and assist clubs with initiatives.

2 Liaising with:

- (a) Bowls England on all development matters.

- (b) Sport England.
- (c) Active Devon.
- (d) Recognised Coaching organisation.
- (e) Local Authorities as and when required.
- (f) Other recognised sports on development issues.

3 Represent Bowls Devon as a member of the Devon Bowls Development Alliance.