



Devon County Indoor Bowls Association

Vice Presidents Association Honorary Secretary/Treasurer

Responsibilities

1. To collect membership fees, donations and issue Life Membership Certificates and badges.
2. To liaise with Club Fixture Secretary's on fixture dates, times, rinks fees etc for the coming season.
3. To act as Match Secretary for the DCIBA-VPA and collect match fees.
4. To arrange for a "Captain of the Day" schedule from the DCIBA-VPA committee for all matches.
5. To ensure regular liaison with Club representatives on all DCIBA-VPA matters.
6. To convene Committee Meetings to approve a program of matches for the coming season.
7. To convene a pre-season meeting of Club representatives to agree rink allocations.
8. To record all minutes of the DCIBA-VPA. Committee Meetings and submit a report on the activities and finances to the AGM of the Association.
9. To report on the DCIBA-VPA activities and finances to the Executive Committee at their meetings.
10. To keep accounts for the DCIBA-VPA and provide annually precise final accounts for audit in time for the Audited Accounts to be circulated prior to the AGM of the Association.

All Officers must be fully familiar with and abide by the DCIBA Code of Conduct.