



## Role outlines for Oakley Bowling Club

**ROLE:** President  
**RESPONSIBLE TO:** Club Committee

- Support the efficient running of the club
- Chairing annual and general meetings unless delegated. The Chairman of Committee meetings is elected at the first Committee meeting.
- Helping others understand their roles and responsibilities
- Communicating with various members within the club
- Ensuring an understanding of the legal responsibilities of the club to which the Club complies

**ROLE:** General Secretary  
**RESPONSIBLE TO:** Club Committee

- Being the first point of contact for club enquiries
- Organising and attending key meetings (including Annual General Meetings)
- Taking and distributing minutes of annual and general meetings. A Meeting Secretary is elected at the first Committee meeting to take Committee minutes.
- Delegating tasks to club members
- Dealing with all correspondence
- Attending to affiliations
- Maintaining up to date records and reference files
- Arranging handover or succession planning for the position

**ROLE:** Treasurer  
**RESPONSIBLE TO:** Club Committee

- Managing the Club's income and expenditure in accordance with club rules
- Producing an end of year financial report
- Regularly reporting back to the club committee on all financial matters
- Efficient payment of invoices and bills
- Ensuring insurance is up to date and relevant
- Proposing amendments to subscriptions as appropriate
- Depositing cash and cheques that the club receives
- Keeping up to date financial records
- Arranging handover or succession planning for the position