



CLUB CAPTAIN AND FIXTURES SECRETARY

Job role and description

COMMITMENT

This is an Executive Position which means you will help to influence policy and procedure, and contribute to progressing the Bowls Development Plan. The elected officer will require time to arrange and participate in a full programme of Friendly Fixtures and, to manage the Club's Fixtures diary. The elected officer will be attending and participating in both the Executive and Management Committee Meetings which are, each, currently held once a month.

QUALITIES

- Friendly and warm nature
- Positive and calm attitude
- Determination
- Integrity
- Good knowledgeable about the club and the game or, a willingness to learn
- Good liaison skills
- Problem solver

ROLES

- Arrange the season of friendly matches and inform members by posting the details on the website and in the bowls hall.
- To carry out the selection duties for the friendly matches as defined in the constitution.
- To arrange the collection of rink fees and refreshment contributions from your home team and the visiting teams..
- To arrange a delegate a representative in their absence. This would usually be, but not exclusively, the Club Vice- Captain.
- To greet the visitors and introduce the friendlies.
- To speak at tea break and begin the second half of the game.
- To act as Vice-Chairperson, as agreed by the Executive Committee, when required. In the event of the a longer term absence of the Chairperson, this role may be shared.
- To be responsible for the arrangement of Club Fixtures including Friendlies by liaising with all Committee Members responsible for booking the League fixtures, County Fixtures, National Fixtures and any training or special event days. Please note, these may from time to time be set down or required by the National and County Associations and other Club Representatives.
- To find and engage, with the support of other members, the sponsors needed for our annual fixtures booklet, and arrange and attend the annual special event held for sponsors.
- To carry out a planned handover meeting at the end of the tenure.