



# *Devon County Indoor Bowls Association*

## COUNTY SECRETARY

### Responsibilities

1. To action all secretarial matters between the DCIBA and EIBA and to communicate all relevant matters to County Officers and Clubs when required.
2. To maintain a management structure which is capable of administering, organising and running the various activities and obligations of the DCIBA
3. Circulate to and liaise with Clubs regarding completion of Form 1 and provide completed details to web site administrator. Circulate Form B to Clubs and provide completed details to Match secretary.
4. Maintain and revise when required the Constitution & Rules of the DCIBA
5. To arrange the venue for County AGM and other Executive meetings.
6. To prepare, following consultation with Officers and Clubs the Agenda for AGM and Executive meetings, to ensure the taking of minutes and through delegation if necessary ensure that appropriate action is taken in respect to matters arising
7. To advise the County on all relevant statutory requirements/obligations
8. Be a secretariat member of the VPA Committee and provide clerical backup for the VP's in liaison with the Hon Sec/Treasurer
9. To liaise with the Fixture and Match secretary on all relevant matters.
10. In conjunction with Match Secretary and President select rinks for Friendly County and Presidents games.
11. Maintain regular liaison with the website administrator to ensure continued development and maintenance of the website and to ensure there is adequate resource familiar with the skills required to provide input access to the system.
12. Maintain a supply of County Shirts, Ties, Blazer Badges, Lapel Badges, President Badges, Life Member and Liberty Trophy Flashes, Bowls Stickers and Score Cards.
13. In conjunction with County Secretary and Match Secretary determine and collect match fees on an individual basis.

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