



Job Title: Club Secretary
Appointment by: Election at AGM
Tenure: 1 year
Estimated time commitment: 8-10 hours per week

Overview:

The Secretary of the Youth Bowling Club plays a vital role in the smooth functioning of the club. The primary responsibility of the Secretary is to maintain accurate records, communicate effectively with members, and assist the executive board in all matters related to the club's administration. The holder of this role must be a BTBA member and hold a valid safeguarding license.

Key Responsibilities:

- Maintaining accurate records of membership, meetings, and events
- Preparing agendas and minutes for all club meetings
- Ensuring timely communication with members via email, phone, or social media
- Coordinating with other members of the executive board to plan and organize club events
- Assisting with fundraising activities and sponsorships for the club
- Maintaining the club's website and social media accounts
- Managing correspondence, including emails and letters, between the club and other organizations
- Supporting the President and other executive board members in fulfilling their roles
- Owning the production and updating of club processes and documentation
- Ensuring club branding guidelines are adhered to internally and externally
- Attending all club meetings and providing reports as required
- Promoting the club's activities and initiatives to attract new members

Desirable Qualities & Experience:

- Strong organizational and communication skills
- Ability to work collaboratively with others as part of a team
- Detail-oriented with a high level of accuracy in record-keeping
- Familiarity with social media and website management
- Experience in event planning and coordination
- Passion for bowling and youth development
- Availability to attend club meetings and events

The Secretary of the Youth Bowling Club plays an essential role in the success of the club.

The successful candidate will be an organized, detail-oriented individual who is passionate about bowling and youth development.

If you meet the qualifications and are committed to supporting the club's mission, we encourage you to stand for this exciting opportunity.