



Job Title: League Secretary (non-executive position)
Appointment by: By application / appointment
Tenure: 1 year
Estimated time commitment: 4-5 hours per week

Overview:

The League Secretary plays a crucial role in ensuring the smooth running of the league. The Secretary is responsible for maintaining accurate records, communicating effectively with members, and assisting the club's executive committee in all matters related to the league's administration. The holder of this role must be a BTBA member and hold a valid safeguarding license.

Key Responsibilities:

- Maintaining accurate records of league standings, scores, averages, personal bests, and awards
- Coordinating with club officers to schedule and manage league matches and events
- Preparing and distributing schedules, score sheets, and other league-related documents to members
- Assisting with fundraising activities and sponsorships for the league
- Maintaining and preparing data for the league sections on the club's website
- Supporting the Club Secretary and other executive committee members in fulfilling their roles
- Attending meetings and providing reports as required
- Promoting the league's activities and initiatives to attract new members and sponsors

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 tenpin bowling and promoting the sport
- Availability to attend league meetings and events, which may occur in the evenings and on weekends

The League Secretary plays an essential role in the success of the club. The successful candidate will be an organized, detail-oriented individual who is passionate about tenpin bowling and promoting the sport.

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