

# **THE ROYAL COUNTY OF BERKSHIRE BOWLING ASSOCIATION**

## **OFFICERS JOB DESCRIPTIONS**

### **MATCH SECRETARY**

**It is considered an essential requirement by The Executive Committee that prospective Nominees for all posts in the Secretariat are computer literate.**

### **ELECTION**

A prospective nominee must be proposed by his Club and the nomination must be countersigned by the nominee. If there is more than one nominee a ballot takes place with the candidate(s) receiving the least number of votes being eliminated until a result is achieved.

### **MATCH SECRETARY**

- To arrange and agree dates with other Counties for all the County Friendly, Middleton Cup, Home Counties League and Under 30 matches each season.
- Prepare the Match invitation sheets for the Home Counties League and Friendly matches.
- After the Selection meetings send out the Match invitations to all the players who have been selected to play in the Home Counties League and Friendly matches.
- Attend when required the Friendly, Middleton Cup and Home Counties League matches, if you are attending as the Secretary in charge ensure that the administration required by the President is available including any badges that will be awarded on the day.
- Assume responsibility to collect any money due to the Association, in the absence of the Treasurer ensure payment for the match is made to the host club or County if playing away.
- If not in charge of a particular match, ensure that all the necessary paper work is passed to the Secretary in charge on that day and provide lists of players selected and maps of venues where necessary.
- Liase with Clubs and other Counties regarding meal numbers for County Matches.