

Birmingham Bowling Association Secretary

The B.B.A. Secretary shall be responsible for day to day administration:

(a) Deal with all correspondence.

(b) Be responsible for the organisation and administration of

(i) Executive Committee Meetings

(ii) Delegates Meetings

(iii) AGM

(iv) Any sub-committee

including preparing Agendas, booking venues, recording and circulating minutes and to act as a liaison with any sub-committees. Minutes shall be retained in hardcopy format.

(c) Present a report to each Delegates Meeting and to each AGM on the proceedings of the Association.

(d) Be responsible for the organisation and administration of the Annual Presentation Dinner, currently in conjunction with the B.D.W.B.A.

(e) Be custodian of the master copies of the ruling documents of the Association, currently the Constitution and the League Rules. These shall be retained in hardcopy format.

(f) Represent the Association on external bodies as and when required.

(g) Oversee the Association Website in conjunction with the Website Officer.