

Appendix B – Job Descriptions

Title of the role	Chairperson
Main tasks:	• Chairing Executive Committee meetings, the annual general meeting, and any special general meeting. • Set the Executive Committee's agenda • Supporting the efficient running of the Executive Committee. • Supporting new committee members. • Representing Bowls Northumberland at events. • Ensuring Committee members fulfill their duties as laid out by the constitution and relevant accompanying documents.
Supported by:	The Honorary Secretary and Assistant Honorary Secretary
Hours / days:	Approximately 10 meetings a year (including Spring meeting and annual general meeting) lasting about 2 hours each.

Title of the role	Honorary Secretary
Main tasks:	• Distributing forms to clubs on behalf of Bowls Northumberland (Affiliation, Competitions, League and Cup entries). • Ensuring completed forms are sent on to the respective Secretaries. • Act as the main Contact to Bowls Northumberland for clubs. • Overseeing the production of the County Calendar. • Overseeing the production of the County Yearbook. • Supporting the efficient running of the Executive Committee. • Representing Bowls Northumberland at events. • Arrange any Representative Games and select teams.
Supported by:	The Chairperson and the Assistant Honorary Secretary
Hours / days:	A significant amount of time required for this role. Should be contactable most days of the week during the playing season.

Title of the role	Assistant Honorary Secretary
Main tasks:	• Assist with distributing forms to clubs on behalf of Bowls Northumberland (Affiliation, Competitions, League and Cup entries). • Act as the secondary Contact to Bowls Northumberland for clubs. • Assist in the production of the County Calendar. • Assist in the production of the County Yearbook. • Supporting the efficient running of the Executive Committee. • Representing Bowls Northumberland at events.
Supported by:	• The Chairperson and the Honorary Secretary
Hours / days:	A significant amount of time required for this role. Should be contactable most days of the week during the playing season.

Title of the role	Honorary Treasurer
Main tasks:	• Setting an annual budget. • Forecasting future budgets. • Managing Bowls Northumberland's bank accounts. • Ensuring all relevant fees are paid to our governing body. • Ensuring all relevant fees are paid by clubs to Bowls Northumberland. • Supporting the efficient running of the Executive Committee. • Representing Bowls Northumberland at events.
Supported by:	The Assistant Honorary Treasurer, the Chairperson, the Honorary Secretary, and the Assistant Honorary Secretary.
Hours / days:	An ongoing process of updating accounts through the year. Attending 10 meetings a year of roughly 2 hours each. Busier around the season ending and beginning.

Title of the role	Assistant Honorary Treasurer
Main tasks:	Assist the Honorary Treasurer in the following: • Setting an annual budget. • Forecasting future budgets. • Managing Bowls Northumberland's bank accounts. • Ensuring all relevant fees are paid to our governing body. • Ensuring all relevant fees are paid by clubs to Bowls Northumberland. • Supporting the efficient running of the Executive Committee. • Representing Bowls Northumberland at events.
Supported by:	The Honorary Treasurer, the Chairperson, the Honorary Secretary, and the Assistant Honorary Secretary.
Hours / days:	An ongoing process of updating accounts through the year. Attending 10 meetings a year of roughly 2 hours each. Busier around the season ending and beginning.

Title of the role	Honorary Competition Secretary
Main tasks:	• Organize the draw for all competitions. • Record results on the Bowls Northumberland website. • Arrange venues and dates for all competitions. • Settle disputes arising from competitions • Ensure all relevant information is supplied to Bowls England. • Assist in the creation of the County Calendar and Yearbook. • Represent Bowls Northumberland at events.
Supported by:	The other Honorary Competition Secretary, the Chairperson, the Honorary Secretary, and the Assistant Honorary Secretary.
Hours / days:	An ongoing process of updating scores through the season. Attending 10 meetings a year of roughly 2 hours each. Contactable within the hours set out in the competition rules.

Title of the role	Honorary League Secretary
Main tasks:	• Organize the league draws. • Record results on the Bowls Northumberland website. • Settle disputes arising from leagues • Assist in the creation of the County Calendar and Yearbook. • Represent Bowls Northumberland at events.
Supported by:	The other Honorary League Secretary, the Chairperson, the Honorary Secretary, and the Assistant Honorary Secretary.
Hours / days:	An ongoing process of updating scores through the season. Attending 10 meetings a year of roughly 2 hours each. Contactable during the season within the hours set out in the league rules.

Title of the role	Bowls England Administrator
Main tasks:	• Act as the main contact between Bowls Northumberland and Bowls England. • Share information from Bowls England with the relevant individuals. • Ensure all relevant information is supplied to Bowls England. • Attend Bowls England drop-in sessions. • Assist in the creation of the County Calendar and Yearbook. • Represent Bowls Northumberland at events.
Supported by:	The Chairperson, the Honorary Secretary, and the Assistant Honorary Secretary.
Hours / days:	Attending 10 meetings a year of roughly 2 hours each. Attend monthly virtual Bowls England meetings.

Title of the role	Social Media Coordinator
Main tasks:	• Update the Bowls Northumberland website with news reports. • Manage social media accounts on behalf of Bowls Northumberland. • Deliver engaging content that showcases Bowls Northumberland, clubs, and members. • Keep up to date with relevant Bowls England initiatives (such as Bowls Big Weekend, Play Bowls and Bowls Bash). • Help maintain effective communication with members. • Assist in the creation of the County Calendar and Yearbook.
Supported by:	The whole Executive Committee.
Hours / days:	Attending 10 meetings a year of roughly 2 hours each. 2-4 hours a week.

Title of the role	Safeguarding Officer
Main tasks:	• Assist Bowls Northumberland in adopting and promoting Bowls England's policies and procedures. • Report all safeguarding concerns to Bowls England's Safeguarding Officer for advice. • Assist clubs in identifying areas for development and training. • Act as first point of contact for clubs with safeguarding queries.
Supported by:	The whole Executive Committee.
Hours / days:	Attending 10 meetings a year of roughly 2 hours each. Variable hours depending on need.