



Purley Bowls Club

The Ridge, Purley, Surrey CR8 3PF

Tel/Fax 020 8660 0608

office@purleysportsclub.co.uk

www.purleysbowlsclub.com

PURLEY BOWLS CLUB - CLUB SECRETARY JOB DESCRIPTION

Role: Secretary

Responsible to: Bowls Club Committee

Responsibilities: To include the following:

- Being the first point of contact for club enquiries
- Organising and attending key meetings (including Annual General Meetings)
- Taking and distributing minutes
- Delegating tasks to club members
- Dealing with all correspondence
- Attending to affiliations
- Ensuring insurance is up to date and relevant
- Maintaining up to date records and reference files
- Arranging handover or succession planning for the position