



SURREY COUNTY WOMENS INDOOR BOWLING ASSOCIATION

HONORARY SECRETARY ROLE AND RESPONSIBILITIES

- Prepare agenda and previous minutes meetings and email to Officers and Delegates. There are 3 set meetings: AGM in April, February delegates and delegates pre-season meeting in September.
- Attend 2 Selection meetings per season for County and Patrons matches
- Atherley – when nominations received for trialists from delegates, email all to invite for trial. Arrange trial date(s) and teams from those available. After trials, attend selection meeting. Committee comprises Hon Sec, President, Immediate Past President, Team Captain and Team Manager with Vice President in attendance. Email all successful trialists. Make match arrangements with opponents. Update Officers and delegates with team selection.
- Keep records of points for flashes (updated 2024) for each player and email delegates annually. Ensure President and Treasurer know if there is a player who has earned their flash to be presented at next match.
- Deal with communications from the EIBA and any other relevant bodies. Report on any points communicated to the meetings, but if immediate response is needed, make contact with President or relevant SCWIBA officers in order to make a response.