



SURREY COUNTY WOMENS INDOOR BOWLS ASSOCIATION JOB DESCRIPTION – HON SECRETARY



SCWIBA Constitution – 6(a) The Honorary Secretary shall keep a record of all meetings and business transacted by the County Association and shall prepare a report for adoption at the AGM. (b) The Honorary Secretary shall conduct, under the direction of the Officers of the County, the business affairs thereof.

1. Deal with the paperwork for any meetings. There are 3 set meetings: AGM, February delegates and delegates pre-season meetings – all delegates should attend these meetings. Additionally a committee meeting for the Officers elected to the committee. The Hon Sec send out the notice of meetings being called along with the agenda and minutes of previous meeting.
2. Attendance at Selection meetings (County match administration is done in conjunction with the Hon Match Secretary; and in conjunction with Patrons sec in relation to Patrons matches.
3. All the administration for the Atherley and a report on the Atherley.
4. Keep records of points for flashes (updated 2024) Points are awarded as follows – 5 points required – *they do not expire*
 - 1 point for Inter-County match or Patrons match(one per year) *Friendly or League*
 - 2 points for winning a ladies county competition
 - 1 point for a ladies county competition finalist
 - County mixed competitions – *as above = 2 for winning and 1 for finalist*
 - Atherley – players who play in 3 Atherley matches receive their Atherley flash
 - Ensure President and Treasurer know if there is a player who has earned their flash to be presented at next match.
5. Keep records of Life Patrons and Annual Patrons.
6. Inter County league – The Hon Match secretary takes over the admin of this league for two years on a rota system with other counties (Essex, Kent and Sussex).
7. Communication with 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.