

**CCSMBA INFORMATION PACK SECTION 4
MANAGEMENT COMMITTEE JOB DESCRIPTIONS**

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CHAIRMAN

The responsibilities of the Chairman are to:

- 1 ensure the smooth running of the CCSMBA
- 2 attend all Management Committee and General meetings
- 3 represent the County
- 4 ensure CCSMBA Competition Rules are followed and updated
- 5 give assistance to clubs
- 6 report to the membership.

1 CCSMBA

The Chairman will:

- 1.1 maintain personal contact with all members of the Management Committee
- 1.2 be available for discussion and advice to all members of the CCSMBA.

2 MEETINGS

The Chairman will:

- 2.1 agree the agenda for Management Committee and General meetings prepared by the County Secretary
- 2.2 chair the meetings
- 2.3 ensure that meetings start promptly
- 2.4 conduct meetings according to universally accepted rules of debate and the Standing Orders for Management Committee Meetings
- 2.5 sign the minutes as a true record once agreed by the meeting.

3 COUNTY

The Chairman will represent the County at all County functions, County Competitions finals and inter-County matches and present trophies as appropriate. If unable to attend he will delegate his duties to the Vice Chairman or another available officer,

4 COMPETITION RULES

The Chairman will:

- 4.1 ensure that current CCSMBA Competition Rules are followed
- 4.2 ensure that CCSMBA Competition Rules are updated as appropriate
- 4.3 chair the Competition Rules Sub-Committee (comprising himself, the County Secretary and the Competitions Secretary) to consider and give a ruling on any breach of the Rules drawn to the attention of the Management Committee.

5 ASSISTANCE TO CLUBS

The Chairman will, in conjunction with the Press & Promotions Officer and the Area Representative, assist existing and emerging clubs as required.

6 REPORT

The Chairman will report to the membership at the AGM.

VICE-CHAIRMAN

The responsibilities of the Vice-Chairman are to:

- 1 attend all Management Committee and General meetings
- 2 be prepared to carry out any of the Chairman's duties
- 3 give assistance wherever needed, in particular to the Social Secretary
- 4 report to the membership at the AGM.

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COUNTY SECRETARY

The responsibilities of the County Secretary are to:

- 1 deal with all general correspondence addressed to the CCSMBA
- 2 prepare for and minute the proceedings of all General and Management Committee Meetings
- 3 implement, or ensure implementation by the designated party, any decision taken by the Management Committee or General Meeting if requested to do so
- 4 sit on the Competition Rules Sub-Committee
- 5 act as the County contact point for the ESMBA and other organisations
- 6 issue updates of the CCSMBA Information Pack to registered clubs
- 7 report to the membership at the Annual General Meeting (AGM).

1 GENERAL CORRESPONDENCE

The County Secretary will:

- 1.1 receive and record all general correspondence addressed to the CCSMBA
- 1.2 deal with routine correspondence as appropriate within existing guidelines whenever possible and report this action to the Management Committee
- 1.3 refer to the Management Committee any matter which requires further consideration.

2 MEETINGS

The County Secretary will:

- 2.1 compile the agenda for each General and Management Committee Meeting and agree it with the Chairman
- 2.2 give due notice of any such meeting to the members of the Management Committee and/or the clubs as appropriate, and issue the Agenda to them
- 2.3 produce typed minutes of the meeting and issue them to those entitled to be present. In the case of Committee minutes, he/she will issue them to the clubs two weeks after the meeting, once they have been seen by the Committee.
- 2.4 retain a copy of the agreed minutes signed by the Chairman as a permanent record.

3 IMPLEMENTATION

The County Secretary will:

- 3.1 implement any decision taken by the Management Committee if requested to do so
- 3.2 request action from any designated third party if requested to do so by the Management Committee, follow progress and report back to the Committee as appropriate.

4 COMPETITION RULES

The County Secretary will sit on the Competition Rules Sub-Committee with the Chairman and Competition Secretary.

5 COUNTY CONTACT POINT

The County Secretary will:

- 5.1 be designated as the initial contact point for correspondence with the ESMBA and all other organisations
- 5.2 issue to Management Committee members and registered clubs all information received from such organisations for circulation within the CCSMBA.

6 CCSMBA INFORMATION PACK

The County Secretary will copy and issue to secretaries of registered clubs all updates to the CCSMBA Information Pack from masters produced by the Membership Secretary.

7 ANNUAL REPORT

The County Secretary will report to the membership at the AGM.

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TREASURER

The responsibilities of the Treasurer are to:

- 1 keep true and accurate records of all CCSMBA funds
- 2 manage CCSMBA funds to the best financial advantage possible
- 3 report to the Management Committee and the membership.

1 RECORDS

The Treasurer will:

- 1.1 receive and record all sums paid to the CCSMBA in subscriptions, competition fees, raffle proceeds etc
- 1.2 arrange payment and record all sums due to the ESMBA, to suppliers and to others for legitimate expenses
- 1.3 carry out, and retain statements for, all banking on behalf of the CCSMBA.

2 MANAGEMENT

The Treasurer will:

- 2.1 sign all CCSMBA cheques in conjunction with one other of the designated Officers
- 2.2 ensure CCSMBA funds earn the best possible interest practicable
- 2.3 advise the Management Committee on prudent financial policy
- 2.4 recommend any necessary increases in affiliation or competition entry fees
- 2.5 make proposals to the Management Committee for the management and improvement of funds, and implement those proposals if agreed.

3 REPORTS

The Treasurer will:

- 3.1 provide a cash-flow report to the Management Committee at every meeting
- 3.2 arrange an audit and prepare an account for the AGM.

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COMPETITION SECRETARY

The responsibilities of the Competition Secretary are to:

- 1 organise and run all County competitions, unless devolved to another Officer
- 2 record the results of County competitions
- 3 sit on the Competition Rules Sub-Committee with the Chairman and County Secretary
- 4 act as a County contact point for the ESMBA Competition Secretary
- 5 provide updates for the CCSMBA Information Pack
- 6 report to the Management Committee and the membership.

1 COUNTY COMPETITIONS

The Competition Secretary will:

- 1.1 prepare the competitions programme
- 1.2 book the venue(s), check on availability of mats, scoreboards, seating etc
- 1.3 calculate costs and agree entry fees with the Management Committee
- 1.4 agree the County Fixtures List with the Management Committee
- 1.5 send out the County Fixtures List and all competition entry forms to clubs together with the current Rules and Conditions of Play
- 1.6 check entries are correct with respect to affiliations and fees
- 1.7 pass entry fees to the Treasurer
- 1.8 organise the draw, to be done in the presence of 2 other Committee members
- 1.9 process paperwork and notify clubs
- 1.10 arrange catering as appropriate
- 1.11 book umpires and markers and liaise with the Umpires Co-ordinator
- 1.12 on competition days check venue arrangements, sign in players, prepare scorecards, supervise play, deal with problems.

2 RECORD OF RESULTS

The Competition Secretary will:

- 2.1 record results of all County competitions
- 2.2 pass results to the Press and Promotions Officer
- 2.3 keep results available for use in connection with players' progress to the National Championships, selection for County teams and for the County archives
- 2.4 at the end of each playing year, supply the latest County Points List to the Membership Secretary to update the CCSMBA Information Pack
- 2.5 record the holders of perpetual County trophies by means of a signed log, and arrange for the return and engraving of trophies at the end of the season before presentation to the new winners.
- 2.6 purchase appropriate mementoes for winners and runners up of County competitions within a budget agreed with the Management Committee, and ensure these are available for presentation at the finals.

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3 COMPETITION RULES

The Competition Secretary will:

- 3.1 if possible settle any dispute referred to him/her concerning competition rules by referring to ESMBA rules, County rules and/or rules specific to that competition as appropriate
- 3.2 refer any dispute which cannot be so settled to the Management Committee
- 3.3 sit on the Competition Rules Sub-Committee with the Chairman and County Secretary.

4 COUNTY CONTACT POINT

The Competition Secretary will act as the contact point with the ESMBA Competition Secretary with reference to the National championships.

5 INFORMATION PACK

The Competition Secretary will provide the following information annually to the Secretary to update the CCSMBA Information Pack:

- 5.1 all competition dates for the coming year
- 5.2 competition winners and updated Points List at the end of each year.

6 REPORTS

The Competition Secretary will

- 6.1 report to the Management Committee at every meeting
- 6.2 report to the membership at the AGM.

ASSISTANT COMPETITION SECRETARY

The responsibilities of the Assistant Competition Secretary are to:

- 1 assist the Competition Secretary as required
- 2 stand in for the Competition Secretary in the latter's absence
- 3 report to the Management Committee as necessary.

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COUNTY TEAM MANAGER

The responsibilities of the County Team Manager (who will have a non-playing role) are to:

- 1 arrange the selection of all County teams
- 2 arrange all Inter-County matches
- 3 record the results of Inter-County matches
- 4 act as the County match contact point
- 5 report to the Management Committee and the membership.

1 COUNTY TEAMS

The County Team Manager will:

- 1.1 form a County Selection Committee, comprising him/herself and 2 Team Captains nominated by him/her, which will select the County Squad from the bowlers on the County Points List (see Section 9 Points System): The Team Manager will also have up to 2 wild cards available to use in exceptional circumstances to select bowlers with a proven record at County level, providing such bowlers have not played in a CCSMBA County Competition in the past 12 months. *In addition, in the interest of promoting the game to junior bowlers, the Team Manager may also choose up to 2 bowlers under the age of 25 who are not currently on the County Points list to be selected for the County Team.*
- 1.2 notify all players selected for the County Squad and confirm their willingness to play
- 1.3 arrange practice matches as necessary
- 1.4 notify all players and reserves selected for matches, confirm their availability and inform them of the match arrangements
- 1.5 attend all Inter-County matches, both home and away.

2 INTER-COUNTY MATCHES

The County Team Manager will:

- 2.1 supply a list of the year's inter-county matches to the County Secretary to update the County Programme and
 - **For home matches:**
- 2.2 book the venue(s), check on availability of mats, scoreboards, seating etc.
- 2.3 arrange catering as appropriate
- 2.4 book umpires and markers
- 2.5 on match days check venue arrangements, sign in players, prepare scorecards, supervise play, and deal with problems
- **for away matches**
- 2.6 identify in conjunction with the Management Committee the most suitable form of transport
- 2.7 book any required coach travel at the most economical rates.

3 RECORD OF RESULTS

The County Team Manager will:

- 3.1 record results of all Inter-County matches
- 3.2 pass results to the Press and Promotions Officer
- 3.3 keep results available for use in connection with players' selection for County teams and for the County archives.

4 COUNTY CONTACT POINT

The County Team Manager will act as the contact point with the ESMBA Competition Secretary and other County Team Managers with reference to Inter-County matches.

5 REPORTS

The County Team Manager will:

- 5.1 report to the Management Committee at every meeting
- 5.2 report to the membership at the AGM.

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MEMBERSHIP SECRETARY

The responsibilities of the Membership Secretary are to:

- 1 record clubs registered with the CCSMBA
- 2 record bowlers affiliated to the CCSMBA
- 3 pass details of registered clubs and bowlers to the ESMBA
- 4 hold details of public liability insurance for each club registered with the CCSMBA
- 5 hold and update all masters for the CCSMBA Information Pack, and update the content of designated sections
- 6 maintain an Introductory Pack for clubs interested in registering with the CCSMBA
- 7 maintain a supply of ESMBA rulebooks
- 8 report to the Management Committee and the membership.

1 CLUB REGISTRATIONS

The Membership Secretary will:

- 1.1 compile and maintain a record of clubs registered with the CCSMBA
- 1.2 receive the application form from a club wishing to join the CCSMBA and ensure that the application conforms with the conditions laid down
- 1.3 receive the approved annual registration fee and pass this to the Treasurer.

2 MEMBER AFFILIATIONS

The Membership Secretary will:

- 2.1 compile and maintain an annual record of all affiliated club members
- 2.2 receive the approved annual member affiliation fees and pass these to the Treasurer
- 2.3 issue and send to all Club secretaries updated lists of their affiliated members together with current annual registration cards
- 2.4 circulate updated club affiliation lists to the appropriate Area Representative, the County Secretary, the Competition Secretary, the County Team Manager, and the organiser of the Summer League.
- 2.5 enter all changes to affiliations on the CCSMBA website.

3 ESMBA REGISTRATION

The Membership Secretary will pass details annually to the ESMBA of the clubs and bowlers registered with the CCSMBA, together with the required annual fee obtained from the Treasurer.

4 INSURANCE

The Membership Secretary will obtain, check and hold a copy of the current public liability insurance of each registered club not insured via the ESMBA.

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5 INFORMATION PACK

The Membership Secretary will:

- 5.1 agree with the Management Committee the form, content and editorial responsibilities of the CCSMBA Information Pack for issue to all registered clubs
- 5.2 hold and update all masters for the Pack
- 5.3 ensure that all updates are issued to all members of the Management Committee
- 5.4 supply the latest masters to the County Secretary whenever new copies are to be issued to clubs
- 5.5 have editorial responsibility for the following sections of the Pack.

Contents

Section 1 Officers and Committee
Section 2 Clubs and Secretaries
Section 11 Insurance

6 INTRODUCTORY PACK

The Membership Secretary will:

- 6.1 maintain an Introductory Pack for clubs interested in registering with the CCSMBA
- 6.2 hold and update all masters for the Pack
- 6.3 ensure that all updates are available to all members of the Management Committee
- 6.4 supply copies to individual clubs on request, or masters to the County Secretary for bulk copying and supply as required.

7 ESMBA RULEBOOKS

The Membership Secretary will:

- 7.1 agree with the Treasurer quantities of ESMBA Rulebooks to be ordered and place the order with the ESMBA, together with the required payment obtained from the Treasurer
- 7.2 make copies available to registered clubs and their members
- 7.3 receive the agreed payments and pass these to the Treasurer.

8 REPORTS

The Membership Secretary will:

- 8.1 report to the Management Committee at every meeting
- 8.2 report to the membership at the AGM.

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PRESS AND PROMOTIONS OFFICER

The responsibilities of the Press and Promotions Officer are to:

- 1 advance Short Mat Bowling in Cornwall
- 2 publicise the activities of the CCSMBA
- 3 set up and maintain a photographic archive
- 4 assist clubs
- 5 report to the Management Committee and the membership.

1 ADVANCEMENT OF SHORT MAT BOWLING

The Press and Promotions Officer will:

- 1.1 establish and maintain a relationship with the Leisure and Sport departments of local councils
- 1.2 ensure that Short Mat Bowling and the CCSMBA's role in the sport are included in any literature or promotions arranged by these bodies.

2 PUBLICITY

The Press and Promotions Officer will:

- 2.2 establish and maintain a relationship with the local press, radio and television
- 2.3 prepare and submit reports for publication in the local press and short mat publications, particularly following each County competition and inter-County match
- 2.4 arrange media coverage at County events, particularly the Presentation Dinner
- 2.5 establish and maintain the CCSMBA's website.

3 ARCHIVE

The Press and Promotions Officer will:

- 3.1 set up and maintain a CCSMBA photographic archive
- 3.2 arrange for photographs to be taken at County events for the photographic archive.

4 ASSISTANCE TO CLUBS

The Press and Promotions Officer will, in conjunction with the Chairman and the Area Representative, contact and assist existing and emerging clubs as required.

5 REPORTS

The Press and Promotions Officer will:

- 5.1 report to the Management Committee at every meeting
- 5.2 report to the membership at the AGM.

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SOCIAL SECRETARY

The responsibilities of the Social Secretary are to:

- 1 arrange all County social events
- 2 run County raffles
- 3 deal with County regalia
- 4 report to the Management Committee and the membership.

1 SOCIAL EVENTS

The Social Secretary, with the assistance as needed of the Vice-Chairman and any other Officer(s) available, will organise and run all County social events, notably the Annual Presentation Dinner, the Christmas Fun Day and the Bowling Break.

- 1.1 confirm the dates with the Management Committee when the annual programme is arranged
- 1.2 book the venue(s), check on availability of equipment etc required
- 1.3 arrange menus and catering as required
- 1.4 calculate costs and agree ticket prices with the Management Committee
- 1.5 arrange for invitations to be sent out to clubs
- 1.6 arrange for printing and sale of tickets if required
- 1.7 receive all deposits (if required) and receipts from the events and pass these to the Treasurer
- 1.8 plan the programme for each event and in the case of the Bowling Break organise and run the tournament
- 1.9 purchase any prizes required
- 1.10 arrange the display of trophies for presentation as necessary
- 1.11 attend the events, check venue arrangements, and deal with any problems which may arise.

2 RAFFLES

The Social Secretary will:

- 2.1 arrange raffles at County events and at other times as agreed with the Management Committee
- 2.2 ensure the supply of tickets, and the display and provision of prizes as appropriate
- 2.3 receive ticket money and pass proceeds after expenses to the Treasurer.

3 REGALIA

The Social Secretary will:

- 3.1 agree with the Treasurer stocks of County clothing and other items (such as key rings, lapel badges and pens) to be maintained
- 3.2 order any such items required with payment obtained from the Treasurer
- 3.3 take these items to County events for resale to members and make them available by post if required
- 3.4 receive payments from members and pass them to the Treasurer.

4 REPORTS

The Social Secretary will:

- 4.1 report to the Management Committee at every meeting
- 4.2 report to the membership at the AGM.

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AREA REPRESENTATIVE

The responsibilities of each Area Representative are to:

- 1 represent his/her Area at Management Committee meetings
- 2 chair his/her Area Committees
- 3 run his/her Area league competition
- 4 organise preliminary rounds of County competitions if required
- 5 assess the potential of players within his/her Area for the County Team
- 6 advise and assist clubs in his/her area
- 7 report to the Management Committee and the membership.

1 MANAGEMENT COMMITTEE

The Area Representative will:

- 1.1 attend Management Committee meetings on behalf of his/her area
- 1.2 represent the views of the clubs in the area
- 1.3 relay to clubs the thinking behind decisions/advice from the Management Committee.

2 AREA COMMITTEE

The Area Representative will:

- 2.1 organise regular meetings of the clubs in his /her area
- 2.2 compile an agenda and chair any such meeting
- 2.3 ensure that any decisions taken at these meetings are implemented
- 2.4 feed back the area's views to the Management Committee.

3 AREA LEAGUE

The Area Representative will:

- 3.1 ascertain which clubs in his/her area wish to compete in the Area league
- 3.2 ensure that league matches are scheduled and played
- 3.3 ensure all clubs are aware of the Bebbington Cup and Truscott Plate finals
- 3.4 publish league tables from scorecards supplied to him/her by the competing clubs
- 3.5 declare the winner(s) on completion of play.

4 COUNTY COMPETITIONS

The Area Representative will:

- 4.1 organise preliminary rounds of County competitions if required
- 4.2 pass the results to the Competition Secretary and the Press and Promotions Officer.

5 COUNTY TEAM SELECTION

The Area Representative will:

- 5.1 familiarise him/herself with the playing form of the players in his/her area
- 5.2 nominate potential players within his/her Area to the County Team Manager for the consideration of the County Team Selection Committee.

6 CLUBS

The Area Representative will:

- 6.1 advise and assist the CCSMBA registered clubs in his/her area
- 6.2 help new and emerging clubs towards registration.

7 REPORTS

The Area Representative will:

- 7.1 report to every Management Committee Meeting
- 7.2 report to the membership at the AGM.