

MAIN DUTIES AND REPOSIBILITIES OF THE COUNTY SECRETARY

- 1 **Correspondence** - to handle correspondence on behalf of the HSMBA
- 2 **Committee Meetings**
To handle all paperwork with regard to the county committee meetings
Agenda/Attendance Register/Minutes/Correspondence
To ensure Confidentiality Letter & GDPR forms are completed by new committee members.
- 3 **AGM or EGM Meetings**
To handle all paperwork for AGM or EGM in accordance with the HSMBA Constitution.
Circulate notice of AGM/motions/nominations/keep attendance record/
take minutes & circulate same etc.
- 4 **County Information**
Following AGM send out county committee information.
Following county committee meeting in early August sent out club details sheets/list of bowling dates etc.
- 5 **ESMBA**
Circulate to all committee members any information received from the ESMBA – correspondence, minutes etc.
- 6 **County Teams**
To arrange all county team fixtures in accordance with the ESMBA diary, where possible.
Arrange fixtures/book venues/coaches & keep county captains informed.
- 7 **Presentation Evening**
Once date decided book venue/prepare & send out ticket information/issue tickets/keep trophy lists /produce programme of trophy awards