



# Burton & Puddington Bowls Club

## Roles & Responsibilities

This document outlines the roles and responsibilities for the Officers of the Burton & Puddington Bowls Club Committee: Chair, Secretary, Treasurer, Membership Secretary, Safeguarding Officer

Version 1 – 2 July 2025

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# CHAIR

The Chair provides the principle leadership for the Club and the Committee.

The Chair should:

- be well informed about all Club activities and able to provide oversight.
- be a person who can develop good relationships internally and externally.
- be forward thinking and committed to meeting the overall goals of the Club.
- have a good working knowledge of the Committee, Constitution and the rules and duties of Officers.
- be able to work collaboratively with other Committee Members.
- be a good listener and attuned to the interests of members and other interest groups.
- be a good role model and a positive image for the Club in representing the Committee in other forums.
- be a competent public speaker.

## **Duties include but are not limited to:**

- Chair Committee meetings, ensuring that they are run efficiently and effectively.
- Regularly focus the Committee's attention on matters of Club governance that relate to its own structure and role.
- Work with the Committee to ensure:

The necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required.

Goals and relevant strategic and business plans are developed in order to achieve the goals of the Club.

- Serve as a spokesperson for the Club when required.
- Be a signatory for Club cheques. Club cheques require two signatures – the Treasurer and either the Chair or the Secretary.

## SECRETARY

The Secretary is responsible for administration, communication, record keeping and acting as a central point of contact for members and external organisations.

The Secretary should:

- be organized.
- have computer skills.
- be a good communicator.
- be able to keep confidential matters confidential.

**Duties include but are not limited to:**

- Maintain records of the Committee and ensure effective management of Club's records.
- Manage Minutes of Committee meetings, including recording the Minutes and ensuring minutes are distributed to members shortly after each meeting and no later than 7 days.
- Development of the agenda in consultation with other Committee members and distribution prior to the meeting.
- Is sufficiently familiar with all current Club documents to note applicability during meetings.
- Is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements.
- Ensure that the records of the Club are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of Committee members, Committee meeting Minutes, financial reports, and other official records.
- The Secretary ensures that official records are maintained of members of the Club and Committee. He / she ensures that these records are available when required for reports, elections, referenda, other votes, etc.
- Ensure that proper notification is given of Committee and Club meetings.

- Manage the general correspondence of the Committee except for such correspondence assigned to others.
- Liaise with the County and Leagues regarding member and club registrations and competitions.
- Be a signatory for Club cheques. Club cheques require two signatures – the Treasurer and either the Secretary or the Chair.

# TREASURER

The Treasurer is responsible for the financial supervision of the Club.

The Treasurer should:

- Have good organisational skills.
- Have some financial expertise.
- Have the ability to maintain accurate records.
- Have computer skills.
- Have good communication skills.

**Duties include but are not limited to:**

- Provide advice to the Committee in their management of the Club finances.
- Administer all financial affairs of the Club.
- Lead the annual budget process and ensure an appropriate annual budget is provided to the Committee for approval.
- Ensure the development of and Committee review of financial policies and procedures.
- Support any required auditing processes.
- Receipt of all incoming monies.
- Bank all monies received.
- Pay all accounts.
- Maintain accurate records of all income and expenditure.
- Ensure that all receipts and payments concur with bank deposits and withdrawals.
- Present financial reports at Committee meetings.
- Keep accurate record of all membership payments.
- Be a signatory on the Club account

## MEMBERSHIP SECRETARY

The Membership Secretary processes membership applications and sends out welcome letters to those accepted.

The Membership Secretary should:

- Be organized.
- Have computer skills.
- Be a good communicator.

**Duties include but are not limited to:**

- Review applications and ensure all information needed is present.
- Pass a copy of the application to the Gladstone Village Hall Membership Secretary.
- Write to the applicant via email to confirm acceptance and give details of how to pay the membership fee.
- Send copies of the application form to the Secretary and the Treasurer.
- Pass the applicant's email address on for inclusion in Club-wide weekly emails.

## SAFEGUARDING OFFICER

The Safeguarding Officer is the first point of contact for all safeguarding issues within the Club.

The Safeguarding Officer should:

- Have good organisational skills.
- Have good communication skills.
- The ability to keep confidentiality.
- Maintain secure records.

**Duties include but are not limited to:**

- Attend Club Committee meetings.
- Advise on safeguarding issues and assist the Club to identify areas for development to ensure a safe and welcoming environment.
- Assist the club to put Safeguarding Policies and Procedures in place, in line with BCGBA guidance.
- Work with others in the Club to ensure safeguarding information is visible and available. Information should include policies, reporting procedures and contact details for the Safeguarding Officer, Child Social Care (CSC) (previously Social Services), Adult Social Care (ASC) the Police and BCGBA Safeguarding Officer.

Policies should be communicated to the relevant parties when joining the Club and after any major revisions.

- Be the first point of contact for any issue concerning the safeguarding of children and adults at risk, poor practice, and potential or alleged abuse within or outside Bowling.
- Ensure that all incidents and concerns are dealt with in accordance with policy guidelines.
- Maintain confidentiality but do not promise secrecy.
- Ensure that all relevant members have the opportunity to access appropriate safeguarding training, with the support of the Club/BCGBA.

## CHANGE LOG

Version 1	2 July 2025	Adopted.
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