

Club Secretary's guide to duties

Congratulations and thank you for taking on the important role of Club Secretary. While some of you may already have experience in the role, there may be others who are new to the position.

The following information is provided as a guide/reference tool and we hope it will be of some assistance to you.

- Will keep accurate minutes of all proceedings at meetings of the Bowling Club; open all correspondence and be the custodian of the minute books, records, and papers of the Bowling Club.
- Will call all meetings in accordance with the By Laws/ Constitution when required, attend all meetings and cause minutes of proceedings at those meetings to be kept and properly entered in books provided for the purpose; submit the minutes of any such meeting for confirmation at the next meeting of the same kind; and he will notify members of matters arising from Management Committee meetings via the Bowling Club notice board when so instructed.
- Will receive and answer all correspondence under the direction of the Management Committee.
- Will supply such information, details and statements as may be required by the Board of the Parent Club from time to time.
- Process all forms & returns required by the District and / or Bowls NSW Ltd e.g. Club Clearance, Membership (new, deletions, deceased, alterations, etc).
- Be conversant with District and Bowls NSW Ltd Constitutions & By-Laws.