

Billericay Bowling Club

Role Description - Recruitment/Membership Secretary

Recruitment

-) Determine with Committee whether recruitment campaign is required. If so, agree date for Open Day with Main Committee and confirm our budget re expenditure.
-) Ascertain whether Bowls England are giving Play Bowls grants to clubs again and, if so, apply for a grant.
-) Establish a sub-committee and arrange regular meetings to share responsibilities, provide updates and exchange any new ideas.
-) Determine if necessary one sub-committee member to take calls/emails to book 1 hour taster sessions on Open Day.
-) Update Open Day advertising material which includes sponsored Leaflets, A4 poster and Banners and arrange distribution/display.
-) Attend Main Committee meetings, gain their support and provide updates from the sub-committee.
-) Organise Open Day agenda and liaise with other volunteer members re responsibilities and duties on the day.
-) Maintain and update a schedule of follow-up coaching sessions.
-) Advise coaches, check on session progress, obtain reports from coaches of potential new members.

Membership

-) Select bowlers with obvious potential, offer membership, supply form, check photo ID, respond, and accept membership in writing, supply club guide and ensure buddy appointed.
-) Maintain a list of new members and schedule buddying sessions (club induction) with coaches.
-) Maintain/update files 'Welcome notes for new members.
-) For all accepted members liaise with secretary providing a playing ticket and parking permit data. Liaise with treasurer for locker provision and billing, liaise with secretary for updating club records.
-) Supply stewards with contact details.
-) Ensure members become integrated into the club.