

WELSH INDOOR BOWLS

OFFICERS' ROLE PROFILES

President

The President is the figurehead of WIB and is responsible for ensuring that the Management Committee functions as a team, to that end persons appointed to this post must have an all-round knowledge of the sport of bowls and the respect of their peers.

The President is not responsible for the running of WIB but will be expected to act as Chairman of any committees (with the casting vote) set up by WIB to set policies and plan the year's events.

The President will be required to attend all WIB finals and represent WIB at representative matches and International Events.

Secretary.

The Secretary is WIB's main administrator and must be responsible for keeping records of all WIB's meetings, dealing with correspondence, make hotel and travel arrangements for the National Teams in conjunction with the Treasurer, issuing notices and agenda for meetings and preparing background information. A proven track record in this field will be essential for the successful running of the organisation.

The Secretary shall be required to sign cheques for WIB if over £1k in conjunction with the Treasurer.

The Secretary along with the other Officers of the Executive Committee shall be responsible for the day to day running of WIB.

The Secretary will be responsible for updating WIBs website.

Treasurer

The Treasurer must set up bank accounts in the name of WIB as directed by the members, and must have prior experience of successfully handling financial matters in another organisation.

The Treasurer must deposit all funds received by WIB and must disburse funds as directed by the Executive Committee.

The Treasurer must produce regular financial updates and projections for the Management Committee and an audited set of accounts for the Annual General Meeting.

Safeguarding Officer

The Safeguarding Officer shall be the first point of contact for all Officers and Bowlers to go to for advice if they are concerned about the safety or wellbeing of any child or vulnerable adult.

The person appointed must be well equipped and prepared for the responsibility that comes with the role and be able to co-ordinate and oversee safeguarding procedures.

It is essential that the appointee has in depth knowledge of current safeguarding guidance as they will have overarching responsibility for setting the organisation's policies.

The safeguarding officer will work in conjunction with Bowls Wales safeguarding officer.

Assistant Secretary.

The person appointed will work in conjunction with the Secretary to ensure the smooth running of WIB, in the absence of the Secretary the Assistant Secretary will be expected to step up and fill the role of Secretary.

Competition Secretary

The competition secretary shall receive all entries for WIB's Tournaments, they will carry out the draws for such tournaments and must liaise with the treasurer to ensure that all entry fees and green fees are accounted for.

They must be prepared to attend individual rounds of such events as required.

They shall be responsible for the organisation of all WIB's National Finals and Champion of Champions events including the procurement of trophies.

In conjunction with the assistant competition secretary's they shall be responsible for putting together the league fixture list for the forthcoming season, this must include all team disciplines.

They will co-ordinate results from each tournament and regularly update the tables on the WIB's website.

They shall be responsible for resolving any fixture disagreements.

They shall be responsible for the procurement and presentation of all trophies at the end of each season.

Reviewed June 2024, next review June 2025.