

Annex 'E' Committee Roles and Responsibilities

A1. President

The duties of the President shall be to:

- act as an ambassador for the county at all times;
- act, where necessary, as a neutral arbitrator over the running of the Association;
- preside over the election of officers and Committee at General meetings;
- under certain circumstances the president shall be called upon to preside over a meeting.

A2. Chairperson

The duties of the Chairperson shall be to:

- conduct in an orderly, democratic and efficient manner all Association business including general and committee meetings;
- ensure that the constitution and other Association rules are strictly adhered to;
- ensure that Committee members carry out their responsibilities;
- ensure that the membership is kept fully informed of all matters and decisions affecting the Association and its activities;
- delegate tasks to other Committee members as and when necessary;
- report to the Association on business since the previous general meeting;
- be one of the signatories on the Association bank accounts;
- be the official signatory for any other official documents.

A3. Vice Chairperson

The duties of the Vice Chairman shall be to:

- In the event of the chairman being unable to continue either temporarily or permanently, the Vice Chairman will deputise for the chairman by assuming the duties and responsibilities laid down in Section 5.4.1 above. As Vice Chairman he / she will, when required, undertake to organise, arrange or supervise any special projects decided upon by the Committee.
- To facilitate recruitment of new umpires as required for forthcoming events.
- To handle the overall administration of Umpires within the county and with ESMBA

A4. Secretary

The duties of the Secretary shall be to:

- meet, or make arrangements to meet, all the Association and Committee secretarial needs;
- make an official record of all business discussed or decided upon at Committee meetings;
- report on the Association business since the preceding General Meeting;
- issue notification of all meetings to those who should be in attendance;
- ensure that copies of all signed minutes are circulated to affiliated clubs;
- present all correspondence received since the previous meeting at the next available committee meeting. Urgent matters to be referred to the Chairman for action in between meetings if necessary;
- inform the Committee of all propositions received for inclusion in a general meeting prior to being issued with the General Meeting papers to the affiliated clubs;

- maintain the official signed minute records of the Association at an appropriate residence. Only copies of these records are to be issued to individuals / affiliated clubs after Committee approval has been granted;
- make available at the General Meeting, copies of the Minutes for the past year.

A5. Treasurer

The duties of the Treasurer shall be to:

- keep the accounts (including all invoices, tax returns etc) of the Association, prepare an annual Financial Statement and be responsible for Association monies once delivered into their possession; the Financial year of the Association shall end on the 31st March;
- maintain and regularly reconcile to the underlying accounts all current and deposit accounts belonging to the Association;
- make proposals to the Committee in respect of financial policy for the Association;
- report on the Association financial affairs since the preceding General meeting;
- arrange appropriate signatories for all the Association bank accounts, all of which should require two out of three signatories, one of which shall be the chairman;
- be responsible for maintaining all agreed insurance premiums and ensuring that payment is made by the due dates;
- draw to the committee attention the current financial position of the Association at each committee meeting.
- reimburse all Committee members agreed expenses on presentation of an expense claim form counter signed by the Chairman or Vice Chairman. (NB Chairman and Vice Chairman are not to authorise their own expense forms.);
- ensure that Committee approves a budget for a competition before the Association is committed to any expenditure. Where circumstances indicate a budget is insufficient the Treasurer shall seek Committee's approval for the anticipated overspend.

A6. Competition and Assistant Competition Secretary

The duties of the Competition Secretary shall be to:

- Organise, and ensure the smooth running of, the County competitions;
- arrange qualifying competitions for the National Championships;
- organise, when requested, any other competitions as agreed by the Committee;
- arrange for umpires to be present at all events;
- ensure that any deviation from, or additions to, the ESMBA or KCSMBA rules are clearly announced and displayed on the day of the competition;
- ensure that the draw for all competitions shall be made in the presence of at least two other Committee members. This applies to any round robin and the first round of knockout stages;
- ensure that a draw, once made, remains confidential until the day of the competition, or the Committee decide on publication
- The Assistant Competition Secretary shall assist in all functions of the running of domestic competitions as directed by the Competition Secretary.
- The Assistant Competition Secretary may be moved to an alternative letter in their grouping should both Competition Secretaries be playing and are drawn into the same playing order.

A7. Registration Secretary

The duties of the Registration Secretary shall be to:

- organise and distribute registration paperwork to all affiliated clubs
- manage the membership database and ensure all members are correctly recorded/amended along with membership numbers
- ensure registrations are completed in time for the renewal period. Any late registrations are handled promptly as required.
- Distribute registration cards as needed.
- Collect registration fees and record any financial information as required by the Treasurer.

A8. Safeguarding Officer

The duties of the Safeguarding Officer shall be to:

- create a positive environment within KCSMBA for young people and vulnerable adults.
- develop and establish the Association's safeguarding policy.
- investigate cases of poor practice and abuse reported to the Association.
- be a point of contact for clubs individuals within the Association to seek advice on vulnerability issues.
- ensure that any requirements specific to short mat bowls issued by the ESMBA are implemented within the clubs in the Association.

A9. Media Officer

The duties of the Media Officer shall be to:

- Control and take a proactive role in the overall strategy of the Counties online presence
- Ensure online information is up to date
- Administrate as required any social media platforms the County uses
- Create regular additional content for online and email publication (written and videographic)
- Ensure the email database remains up to date as required for Officer use

A10. League Secretary

The duties of the League Secretary shall be to:

- Manage any leagues under the control of the County
- Collect and update information from other leagues around Kent
- Arrange for publication of Leagues to the KCSMBA website as appropriate
- Liaise with the Competition Secretaries to run cup and one-off competitions.

A11. League Representatives

The duties of the League Representatives shall be to:

- Represent their local league to the County Committee

- Remain in regular contact with local clubs to gather feedback
- Encourage local clubs to enter leagues and competitions arranged by the County
- Represent the Committee and League at County events
- Act as an ambassador for the County to their local clubs

A12. Team Manager

The duties of the Team Manager shall be to:

- Nominate 2 assistant managers for approval by the Management Committee
- with the assistance of the 2 newly appointed Assistant Managers appoint 3 Team Captains
- select, from the County Player list, individuals to represent the County in Competitions
- Manage Inter County events with regards to administration and umpiring requirements.
- foster and encourage the county junior and youth teams;
- report to the Members of the Association at each Annual General Meeting the management policies adopted and progress of the County Teams during the