Volunteer Role Descriptions

2026 season

Our Club is run entirely by volunteers. This document sets out the main volunteer roles and what each one involves.

Alongside these roles, many other members help to keep the Club running, including working behind the bar, maintaining the grounds, laying tables for events, opening and closing the Club, and making the honour boards. The Committee is very grateful to everyone who gives their time.

Club Officers

President

- Act as the figurehead of the Club and serve as a voting member of the Management Committee.
- Chair Committee meetings and the AGM when the Chair is absent.
- Organise and run the annual President's Day at the opening of the green in April.
- Represent the Club when touring and friendly teams visit.

Chair

- Support the efficient running of the Club.
- Chair the regular Committee meetings and the AGM.
- Help others to understand their roles and responsibilities.
- Communicate with all members of the Club.
- Be actively involved in the continuing development of the Club.
- Represent the Club at local and regional events.
- Help the Club to fulfil its safeguarding responsibilities.
- Ensure the Club complies with all its legal responsibilities.
- Uphold the Club constitution.
- Organise the annual Patrons Match

Secretary

- Provide an efficient administration service so that the Club runs smoothly and effectively.
- Manage all incoming and outgoing Club correspondence.
- Organise the AGM, Management Committee and Club meetings, including preparing agendas and paperwork, taking minutes and circulating papers to the right people.
- Handle requests to book the Club premises.
- Work with the Club Captains to make sure important matters from Bowls England, the County Bowling Association and the leagues are communicated effectively.
- Ensure the Club's annual subscriptions to the County Bowling Association are submitted.
- Maintain the schedule for opening and closing the Club, including the keyholder list.
- Support the Chair with legal, licensing and insurance matters, including liaising with the relevant authorities.
- Work with the Treasurer to review contracts with external suppliers (such as wifi and telephone) regularly for value and effectiveness.

- Work with relevant Committee members to keep key documents, such as the Constitution and Club rules and policies, up to date.

Treasurer

- Manage the Club's income and expenditure in line with Club rules.
- Keep financial records up to date and produce an end-of-year financial report.
- Report regularly to the Committee on all financial matters.
- Ensure invoices and bills are paid promptly.
- Propose changes to annual subscriptions where appropriate.
- Work with the Membership Secretary on the new member and annual renewal processes, ensuring the correct fees are collected.
- Bank cash and cheques received by the Club.
- Maintain the list of items members can buy from the Club (such as kit and chalk) with their prices, and process payments for them.

Committee Members

- Attend monthly Committee meetings and contribute to decisions in the best interests of the Club.
- Support the Chair with the efficient running and continuing development of the Club.

Membership, Communications and Events

Membership Secretary

- Lead activities to grow the membership, such as coordinating open days.
- Lead a simple, clear sign-up process for new members, making sure they receive the relevant information, car parking passes and key fobs, and working with the Treasurer to ensure fees are paid.
- Make recommendations to the Committee on applications from prospective members.
- Keep the Committee updated on membership numbers and types, and recommend how to keep the right capacity and balance of membership.
- Oversee induction for new members, including making them aware of Club policies and the constitution.
- Oversee internal communication channels such as the website, the club management system, social media, welcome packs and the notice board.
- Work with Club coaches to identify coaching opportunities for new and more experienced members.
- Lead the annual renewal process with the Treasurer.
- Keep the membership database up to date and store membership records securely.
- Recruit and support Buddies for new members.

Marketing and Sponsorship Officer

- Lead the Club's marketing and communications activity for recruiting new sponsors.
- Manage relationships with existing sponsors and advertisers, including organising the annual Sponsors Day.
- Promote the Club to the wider community and raise the profile of the game locally by sharing good news stories through social media, print and broadcast.

- Lead all direct communication with sponsors (correspondence, signage, invoicing and so on), working with the Treasurer and other Committee members where appropriate.
- Help identify gaps in the Club's marketing and communications.

Technology Officer

- Chair the Technology sub-committee and report progress to the Management Committee.
- Ensure the technology the Club currently uses continues to work well.
- Identify and introduce new technology where it will improve efficiency or benefit members.
- Coordinate support to help members use technology.
- Ensure the Club's use of technology complies with Club policies and data protection law.
- Ensure each system has named administrators and that officers and members have the right level of access.

Events Officer

- Chair the Social sub-committee and report to the Management Committee.
- Plan a calendar of social events across the year.
- Lead the organisation of Club events, with support from other volunteers.
- Publicise events through the notice boards, the club management system and other channels.
- Ensure health and safety is considered when arranging events.

Playing and Competitions

Club Captains

The Club appoints a captain for each league team it enters. Captains of the main outdoor league teams also sit on the Management Committee.

- Make sure team members know about any training or coaching arrangements.
- Select teams for league matches.
- Tell the team about travel and meeting arrangements for home and away matches.
- Encourage players to behave in a sporting manner and represent the Club with pride.
- Manage team and player entries into external competitions.
- Attend Committee meetings and give updates on progress and achievements.
- Contribute to the annual fixtures booklet.
- Act as the Club's point of contact for the league.
- Share results and achievements through the club management system, the website, social media and the notice boards.

Vice Captains

- Support the Club Captains in their responsibilities.
- Deputise for the Captains when they are absent, including at Committee meetings.

Ladies' Secretary and Men's Secretary

- Arrange Ladies' or Men's meetings as needed, prepare agendas, take and circulate minutes, and follow up actions.
- Submit proposals to league secretaries in time for inclusion on AGM agendas.
- Circulate and act on league minutes and agendas.
- Liaise with league secretaries and competition organisers, and attend league meetings with the Captain.

- Arrange payment of annual league subscriptions.
- Buy raffle prizes for league events where needed (reclaimed from the Club for official league events).
- Circulate details of league presentation lunches and collect payments.
- Prepare and circulate attendance sheets and entry lists for league competitions, submit them on time, and collect entry fees.
- Work together on entries to mixed competitions.
- Circulate and keep fixture lists up to date, give players Club contact details, and send results to competition secretaries.
- Support the Captain in arranging social occasions.
- Prepare annual nomination sheets for Captain, Vice Captain and Secretary, and submit the Captain nomination to the Club Committee.
- Arrange travel to league events.
- Act as the contact for County Bowling Association correspondence, and circulate and coordinate entries to county competitions.
- Ladies' Secretary only: organise the Club Champion of Champions nomination so that the final is played and the winner is entered into the league draw on time.

Internal Competitions Secretary

- Lead the management of the Club's internal competitions.
- Invite entries and oversee the draw.
- Keep competition rules up to date and publicised.
- Organise internal competitions, including the annual cup competitions and Club finals day.
- Share results and achievements through the club management system, the website, social media and the notice boards.

Rink Booking Officer

- Prepare the rules for rink bookings, get them approved by the Committee, and communicate them to members.
- Oversee the booking arrangements and resolve any issues.
- Administer the online rink booking diary, making sure regular fixtures are entered and helping members to use it.
- Oversee production of the annual fixtures booklet given to all members.

Outdoor Social Bowls Organiser

- Organise the Tuesday afternoon social bowls sessions.
- Organise the Bank Holiday bowls sessions.

Club Operations and Welfare

Greenkeeper

- Keep the green in good bowling condition.
- Organise and roster the mowing and brushing teams.
- Recommend changes to the direction (and colour) of the rinks to the Committee.
- Decide on use of the green during the season to protect the playing surface.
- Liaise with contractors to ensure work is done to the Club's satisfaction.
- Organise working parties to prepare and renovate the green.

- Arrange servicing of the mower and greenkeeping equipment, and buy fuel as needed.
- Maintain good health and safety standards and keep environmental impact to a minimum.

Bar Manager

- Ensure the bar is open and staffed for Club nights, matches, socials and special events, and closed (with lights and equipment switched off) at other times.
- Keep accounts of income and expenditure, supported by receipts and invoices, and pass them to the Treasurer at least monthly.
- Carry out quarterly stocktakes and report the results to the Treasurer.
- Oversee the rota of members working behind the bar.
- Buy and control bar stock, liaise with suppliers, take deliveries, and check invoices against monthly statements.
- Maintain and regularly review the bar price list against costs.
- Use the till for all bar transactions and keep its prices and item names up to date.
- Arrange removal of empties and rubbish, and cleaning of the bar area at least weekly, including keeping supplies of tea towels and cleaning materials.
- Attend Management Committee meetings and give a progress report.

Maintenance and Supplies Officer

- Deal with all maintenance of the building and grounds (except areas covered by the Greenkeeper).
- Ensure a steady, good-value supply of the items needed to run the Club, monitoring stock levels where appropriate (bar stock is the Bar Manager's responsibility).

Health and Safety Officer

- Prepare and review the Club's Health and Safety policy each year.
- Lead on health and safety (including fire safety) and make sure the policy is followed.
- Provide guidance for Club events, identify any training needs and make sure they are met.
- Manage contact with external agencies where required.
- Ensure risk assessments are carried out and reasonable measures are in place to keep members and visitors safe, using the Bowls England online risk assessment tool.

Safeguarding Officer

- Review the Club's Safeguarding Policy at least annually and recommend any changes to the Committee.
- Identify improvements to keep the Club a safe and welcoming place for young people and adults at risk.
- Be the first point of contact for staff, volunteers, members, children and parents on any safeguarding concern, poor practice, or potential or alleged abuse, whether inside or outside the sport.
- Ensure all incidents and concerns are handled in line with policy guidelines.
- Ensure relevant members, volunteers and staff can access appropriate safeguarding training.
- Ensure safe recruitment procedures are in place for staff and volunteers.
- Advise on safeguarding issues and attend Club or county meetings as needed.
- Maintain confidentiality, but never promise secrecy.

Trustees and Support

Trustees

- Hold the Club's property, including land and investments, in trust for the use and benefit of the Club.

Buddy

Buddies are volunteers recruited by the Membership Secretary when new members join. A Buddy supports a new member through their first season, particularly the first 6 to 12 weeks.

- Offer friendly roll-ups so the new member can practise what they have learned in coaching sessions.
- Introduce the new member to the Club's facilities.
- Help the new member set up and use the club management system and the online rink booking diary.
- Act as a first point of contact, pointing the new member to other volunteers or resources where needed.
- Check in from time to time to make sure they are settling in.
- Buddies are not usually trained coaches, so they should direct new members to the Club's coaching opportunities rather than coaching themselves.