



JOB DESCRIPTION: HONORARY LEAGUE SECRETARY

The Honorary League Secretary shall be appointed at the Annual General Meeting.

KEY TASKS

- (a) To take overall responsibility for drawing up the fixtures for League Divisions 1-4, 12 Player League and Midweek League Divisions 1-2
- (b) To take overall responsibility for the running of the Senior Cup, Junior Cup and Midweek Cup.

DUTIES AND RESPONSIBILITIES – LEAGUES

- Determine and communicate to clubs how they submit entries for the appropriate League.
- Arrange for the schedule of matches to be published on the NIPGBL website.
- Arrange for the NIPGBL website to be updated after each series of matches.

DUTIES AND RESPONSIBILITIES – CUPS

- Determine and communicate to clubs how they submit entries for the appropriate Cup.
- In conjunction with the Competitions Sub-Committee carry out a draw for each Cup competition.
- Arrange for the draw to be published on the NIPGBL website.
- Arrange for the NIPGBL website to be updated after each round.
- Arrange venues for semi-finals and finals of each cup.
- Liaise with the Irish Bowls Umpires Association regarding the provision of umpires .

DUTIES AND RESPONSIBILITIES – SUNDRY MATTERS

- Manage the collection and presentation of trophies at the finals of each Cup competition.
- Arrange the collection and engraving of trophies prior to the Annual Dinner.

DESIREABLE CRITERIA

- Competent in:
 - Microsoft & Google software or managing league, fixture, and competition data. (Outlook, Excel, Sheets & G-mail)
 - Website content management administration and maintenance, preferably WordPress.
 - Knowledge of using GitHub for website and document management.
 - Social media integration through Facebook & WhatsApp.
- Ability to identify and implement new methods of communicating with members and clubs through digital channels.
- Good organisational skills.
- Good administration skills