



## Officers elected at the Club AGM

- **The President** – is an ambassador for the club representing the Committee to Club members and the public, chairs the Management Committee and Annual General Meetings; ensures opportunities for all Committee members to participate fully in meetings; has the casting vote in the event of a tie. *Post Holder – Alan Godwin.*
- **The Secretary** – co-ordinates the activities of the Management Committee: (a) arranges meetings and dates and compiles and issues meeting agendas; (b) prepares and issues meeting minutes; (c) oversees the timely performance of actions as agreed in meetings; (d) communicates with members and outside bodies (e.g. KCBA, Bowls England) as required to maintain awareness and facilitate club activities. *Post Holder –David Herbert*
- **The Treasurer** –keeps accurate accounts of Club finances; facilitates examination of Club accounts by the appointed auditor before every **Company** AGM; submits an annual financial report to the **Company** AGM; makes the accounts available for reasonable inspection by the members; manages the Club bank account; submits **regular** financial reports to the Management **and Company Directors** Committees **(as a Member of both)**, to maintain oversight. *Post Holder – Fred Hillman*
- **The Fixtures Secretary** – arranges both men’s and mixed club matches between other clubs, in consultation with the ladies fixtures secretary, and prepares for and publication of a detailed fixtures list for publication in the Fixtures Booklet. *Post Holder – Peter Cakebread.*
- **Green Ranger** – Oversees all aspects of maintaining the green including cutting, scarifying, spiking, fertilising, seeding and watering. Arranges for the maintenance of equipment including mowers and irrigation system. Arranges for the purchase of fertilisers and the annual end of season green renovation. *Post Holder – Alan Godwin.*
- **The Bar Manager**- oversees the stocking, storage and sale of alcoholic and non-alcoholic beverages sold through the bar. Ensures that the bar and equipment is maintained in a clean, hygienic and serviceable condition. Arranges appropriate cover, when personally unavailable to perform these duties. Be responsible for the money paid and prepares bar accounts for the Treasurer. *Post Holder – Dennis Jackson.*
- **Safeguarding Officer** – Be responsible for the safeguarding of minors and vulnerable adults. *Post Holder – Deirdre Lambert.*
- **External Competition Secretaries.** Liaise with the external competition organisers.

### Men’s Officers - They are elected at the Men’s meeting.

- **The Men’s Captain** - responsibility for all matters relating to the playing of bowls in the men’s section, and consults with the Ladies Captain for mixed matches; make decisions and display notices etc. to restrict play; have the authority to enforce such restrictions upon all members, and upon guests and members of the public. *Post Holder – Chas Lambert.*

- **The Men's Vice-Captain** – assists the Captain in the performance of his role; adopt the role of the Captain in his absence. *Post Holder – Ian Skelly*
- **LX Captain** – Responsible for the administration of their team and selecting teams for matches. *Post Holder – Peter Cakebread.*
- **NWK Captain Team Div 4** – Undertakes the organisation of the Division 4 team and Selects the teams for the fixtures. Reports the results of the games to NWK. *Post Holder – Alan Godwin.*
- **NWK Captain Team Div 6**– Undertakes the organisation of the Division 6 team and Selects the teams for the fixtures. Reports the results of the games to NWK. *Post Holder – Chas Lambert.*
- **The Internal Competition Secretary** – makes arrangements for all Club competitions including but not limited to arranging the 'draw'; adjudicating over disputes; posting results; arranging finals; and making arrangements for trophies and trophy presentations and updating honours boards. *Post Holder – Mick Singer.*
- **Men's Representative** – represents the Men members on the Management Committee and is the first person who the men members should contact with any concerns. *Post Holder – Alan Kent.*

**Ladies Officers** - They are elected at the Ladies meeting.

- **Ladies Captain** – responsible for all matters relating to the playing of bowls in the ladies section, and consults with the Men's Captain for mixed matches; make decisions and display notices etc. to restrict play; have the authority to enforce such restrictions upon all members, and upon guests and members of the public. *Post Holder – Maralyn Woodward*
- **The ladies Vice-Captain** – assist the Captain in the performance of her role; adopt the role of the Captain in her absence. - *Post Holder – Deirdre Lambert*
- **The Ladies Secretary** Responsible for preparing and circulating the Agenda and Notes of the Ladies Meetings (with input from the Lady Captain); liaising with Members, other clubs (Invitational Candlelit evening) and outside bodies (eg KCBC) re competition entries. Co-ordinator for the cleaning of the Club. *Post Holder – Chris Martyn.*
- **Ladies Match Secretary** – Arranges Ladies matches between Forest Hill and other Clubs. Acts as the point of contact for other clubs concerning fixtures. Providing this information to The Club Match Secretary who prepares the fixture list. *Post Holder – Chris Darby*

- **Ladies Representative** – represents the Lady members on the Management Committee. And is the person who the ladies should contact with any concerns. *Post Holder – Janet Canning.*
- **Ladies NWK Captain** – Is responsible for the administration of the ladies NWK team, selecting teams for the matches. -