



The Hon. Minute Secretary

Job Vacancy: Minutes Secretary

Responsible to: Hon. Secretary Welsh Lawn Bowls

Job Purpose: To compile accurate and concise minutes of all WLB meetings as required by the Secretary and Executive Committee and to provide high quality, efficient and focused administrative and general support services to the Secretary as necessary.

Welsh Lawn Bowls is the National Governing Body for lawn bowls in Wales with 400 clubs and over 9,000 members.

Our vision: Bowls – at the heart of your community, active, modern and accessible to all.

Our mission:

- To continue to support the development of clubs and competitions
- To encourage equality in bowls.
- To support excellence in governance being implemented at all levels of bowls in Wales
- To support players in achieving their full potential
- To promote a more positive image of our sport

Key responsibilities:

- To record the minutes of all WLB Executive meetings, AGM's, SGM's & sub-committee meetings as required by the Secretary and Executive Committee.

To circulate notices of Executive meetings, & agenda's to the executive committee. To deal with correspondence concerning dates / times & agenda for such meetings.

To follow up / chase up outstanding actions from such meetings as directed by the Secretary to ensure progress is made.

To deal with general correspondence (including contact emails) as requested by the Secretary.



To initiate, agree, & manage the WLB President's matches including confirming players, start times, meal arrangements, dress code etc on behalf of the Secretary and President.

To liaise with the Assistant Secretary regarding calendar of events to ensure no clashes occur.

To assist the Secretary with updates of existing policies, creation of new policies, and liaise with the webmaster to ensure the website is updated accordingly.

To assist the Secretary and Treasurer with the annual minimum standards and funding application submission to Bowls Wales.

- To assist with any other administrative duties which the Secretary or Executive Committee feel necessary.

To assist the Secretary and Treasurer if necessary with the replenishment of kit items.

To attend other meetings & events to assist the Secretary as deemed necessary by the Secretary and Executive Committee (e.g. Bowls Wales meetings, British Bowls meetings etc)..

May be required to attend Selection committee meetings to take notes as the WLB Officer.

Attend all Executive Committee meetings.

May be prepared to attend the National Championship Finals, assisting as deemed necessary by the Competition Secretary and Secretary.

Support the Welsh Bowls strategy and uphold the Welsh Bowls values.

- Undertake any other duties as appropriate to meet the needs of Welsh Bowls as requested by the Secretary or Executive committee.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of work and will be amended in light of the changing needs of the organisation.



Person Specification:

Essential:

Experience of working with Microsoft Packages (Word, Excel, PowerPoint etc.)

- Experience of minute taking, and report writing.

Experience of working in a customer focused environment dealing with a wide range of enquiries

- Excellent office administration skills
- An ability to prioritise essential tasks with non essential tasks when managing workloads.

Desirable:

- Previous experience of working on a County executive committee or club management committee.
- Knowledge of how WLB is organised and its constitution.

Whilst not essential, the ability to speak Welsh would be an advantage.

Skills & abilities:

- Self-motivated, energetic and a positive approach to work
- Communicates in a well-structured, concise and clear way, both verbally and in writing
- Distinguishes between priority and non-essential tasks and plans accordingly
- Deals tactfully and confidently with people of all levels of the organisation (both internally and externally) building collaborative relationships
- Displays a flexible approach to meet work requirements
- Willingly accepts responsibility for their own area of work and for delivering required results
- Excellent organisation, planning and time management skills with the ability to hit deadlines
- Good communication and interpersonal skills with a track record of working effectively as part of a team



- Excellent attention to detail
- Willingness to learn new skills where necessary to effectively undertake the role
- A passion for sport

Other:

If asked to do so, the successful candidate should be willing to supply a DBS certificate check (dated within the 28 days of request).

Applicant must hold a full current driving licence and have access to a car. The postholder may be required to travel independently to meetings.

- The role will require frequent evening and weekend work as and when required. The commitment varies depending on the time of the year, so the candidate must be flexible to meet the required working requirements.

Expenses:

You will be entitled to be reimbursed for all reasonable expenses properly incurred in the performance of your duties.

Application process:

The closing date for applications is **12:00 noon on Tuesday 14th October 2025.** Applications received after this time will not be considered.

To apply for this role please fully complete:

- Attach a current CV with names of two referees.

Please return your application marked PRIVATE & CONFIDENTIAL to:

Nick Harris

Hon. Interim Secretary

by email to: Secretary@welshbowls.co.uk