



SUSSEX COUNTY BOWLS

MEN'S SECTION

Member of Bowls England and affiliated to the Home Counties Bowling Association

Website at: www.sussexcb.co.uk

JOB RESPONSIBILITIES

Club Delegate

Overview.

The key players in the successful implementation of any county wide plan are the Club Delegates. As will be noted below it is they, through the County Executive, who hold the authority to determine any changes to policy or action that Sussex County Bowls wishes to make.

The Sussex County Bowls Constitution:-

Para 5. ADMINISTRATION (b) states:

The affairs of SCB shall be conducted by an Executive Committee for each Section (Men's and Ladies') each consisting of (there then follows a lengthy list of all the respective Officers and GPC members) **plus one delegate from each affiliated club with under 100 members and two delegates from each affiliated club with 100 members and over.** (After reference to additional members of the Executive Committee this paragraph then states) **Only club delegates shall be entitled to vote, twenty-five to form a quorum. N.B.** Members of the GPC who are not club delegates are not entitled to vote.

Para 7. GENERAL PURPOSES COMMITTEES (b) states:

The duties of this Committee shall be to make recommendations to their respective Executive Committees, deal with business referred to them and with any matters that may arise between Executive Committee Meetings.

From the above it is clear that the control of SCB is in the hands of the Club Delegates.

The position of Club Delegate to Sussex County Bowls is an important and prestigious appointment. All of the important decisions in the County are taken by a majority vote of the Delegates. Club Delegates attend at meetings to represent the views of their club - not their one personal view - and their votes decide the actions taken by the County.

Accepting the position of Club Delegate therefore means taking on a high degree of responsibility.

Specific Duties.

In order to fulfil these responsibilities the following duties are applicable.

1. Meetings

- a) The Delegate shall attend all Executive Meetings (generally three per year including the AGM) and shall be eligible to vote on all matters that have been notified to clubs for their consideration prior to the meeting.
- b) The Delegate should prepare for meetings by reading and being familiar with the content of all reports circulated to them in advance.
- c) The Delegate shall obtain, in advance of meetings, the views of his own club committee on any issues he knows will be discussed and he should seek advice to ensure that his voting truly reflects the majority views of the club he represents.
- d) A delegate should cast his vote, as instructed/agreed by his club.

- e) Although the Delegate does not have to be a member of his own club committee he should be elected to his position at his club's AGM. (It is up to each club to decide whether their Delegate sits on their committee).
- f) Whether a committee member or not, the Delegate should provide his club committee with a written report after each Executive meeting which should be included in their next committee meeting minutes and published to Club members accordingly.

2. General

It is considered that the role of Club Delegate - could be - developed further insofar as having established and understood their authority within the county other tasks may be considered.

- a) Delegates may assist their clubs to fulfil their statutory responsibilities for Health & Safety, Equality & Diversity, Child Protection
- b) Delegates may contribute to the ongoing developments within their clubs and in the county in respect of recruitment and retention of members.
- c) Delegates may assist the Club Secretary in those administrative tasks that are a part of the club's affiliation to Sussex County Bowls and Bowls England. E.g. County return sheets, competition entries, nominations for county players etc.