

## NOTES FOR CLUB SECRETARIES

Club Secretaries should ensure that the Delegate attends ALL Executive and Annual General Meetings and is provided with the relevant Agenda, Minutes, etc. Minutes of Executive meetings should be displayed on Club Notice board, to ensure that all Members have a chance to read them. Immediately after Club A.G.M. a list of appointed officers and Members of Ladies' Committee should be sent to the County Secretary. Club Secretaries to advise County Secretary of all serious illness and death of Members, and names of those joining or leaving Club. Club Secretaries to contact the Benevolent Secretary/Treasurer to make arrangements for a gift when they have sick Members.

By March 30th	County match application to County Secretary.
April 15th	<b>COUNTY EXECUTIVE MEETING</b>
June 28th and July 5th	<b>COUNTY SEMI-FINALS</b> – Preston B.C. Club shirts or all white collared shirts to be worn and all players in a team must be dressed the same. White skirts or tailored trousers or cut-off trousers. All team Members do NOT have to have the same trousers or skirts.
July 25th & 26th	<b>COUNTY FINALS DAY</b> – Preston B.C. Dress as for semi-finals. All plinths (NOT trophies) to be returned on Finals Day to the Treasurer.
By August 19th	<b>Nominations</b> for Junior Vice-President, all Working Officers, and Selection Committee, to County Secretary and <b>Propositions</b> to County Secretary.
September 9th	<b>COUNTY EXECUTIVE MEETING</b>
By September 12th	Names and numbers with payments for the County Luncheon, to the County Secretary.
October 7th	<b>COUNTY LUNCHEON</b>
By October 15th	Affiliation/subscription forms to County Secretary, with a list of Members' names, address and telephone numbers. Second copy of the Affiliation form to the Treasurer, with payments – list of Members not necessary.
By October 15th	County Competition entry form, with payments, to the relevant Competitions Secretary
November 11th	<b>COUNTY ANNUAL GENERAL MEETING</b>

**ALL CHEQUES TO MADE PAYABLE TO SUSSEX COUNTY BOWLS WOMEN'S SECTION**

FORMS WILL NOT BE ACCEPTED AFTER THE DATES STATED ABOVE