

APPLICATION FORM

Welsh Ladies Indoor Bowls: Secretary

Name of Applicant _____

Full address _____

Tel. _____ Email _____

Main Responsibilities:

Organising:

- National Calendar
- Correspondence: including Officers, Senior and Junior itineraries
- Booking Stadiums: for Trials, Practice Days , Internationals
- Booking Travel and Hotels
- Handbook
- Website
- AGM: arranging event, including booking venue, menus, list of winners, etc

Liaising closely with WLIBA Officers and attending regular meetings as and when required.

Required Skills and Attributes
Good literacy skills
Good organisational skills
Good communication skills
Good computer skills
Ability to work collaboratively and follow agreed procedures
Ability to motivate
Ability to analyse the needs of others
Possess the ability to be flexible
Commitment to providing equal opportunities
Knowledge of bowling procedures

Please write a CV detailing why you believe you are suitable for this role in no more than 500 words.

If more information required regarding details of financial reimbursement please contact Hilary.

Application Form to be sent to hilarywliba@gmail.com before 7th MARCH 2019.