

YORKSHIRE CONTRACT BRIDGE ASSOCIATION

President: Graham Jepson

www.ycba.co.uk



Advertisement for Secretary

The YCBA is seeking to make an appointment from among its membership to the position of Secretary.

It is an honorary role but travel and other reasonable expenses will be reimbursed - travel expenses in accordance with an existing scale. The successful candidate will be co-opted until the next Annual General Meeting in June 2022. Under the YCBA Constitution all officers including the Secretary are elected annually at the AGM.

The Secretary works closely with the Chairman and other members of the Management Board to decide the strategic direction of the YCBA and to implement Board decisions. A Job Description is given below. An Assistant Secretary is already in post and the two officers are expected to agree between themselves how the various tasks are to be allocated.

We ask those interested in the position to apply in writing not later than 23rd July 2021 giving details of relevant experience. It is intended to interview the applicant(s) and the interview panel will comprise Nick Woolven (Chairman), Phil Godfrey (Vice-Chairman) and Lesley Millet (Treasurer). For further information or an informal discussion please contact Nick Woolven by email or phone - see the footer below for details.

SECRETARY'S ROLE AND RESPONSIBILITIES

Job Purpose: To ensure the administrative arrangements of the Association are carried out in accordance with its constitution.

Duties:

To produce agendas and minutes for designated meetings of the Management Board, its committees and members and to arrange distribution to clubs, Board members and player members.

To arrange venues and hospitality for any meetings held in person, or equivalent arrangements for online meetings.

To monitor the website information and provide documents for meetings, minutes and other relevant information.

To receive notifications from the English Bridge Union and determine circulation and provide details of responses in respect of green point events, Dimmie Flemming awards and contact details of county officers.

To undertake liaison with clubs via club secretaries, maintaining a list of club secretaries, updating the YCBA website and informing the EBU.

To receive correspondence relating to conduct complaints and notify the relevant committees.

To transact correspondence on behalf of the Management Board as required.

To advise on the content of the Constitution and recommend changes to meet the needs of the Association.

Secretary Advert June 2021

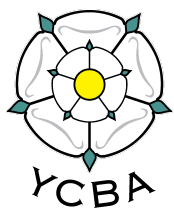
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Secretary:

Treasurer:
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