

International Indoor Bowls Council

Secretary/Treasurer

Following the impending retirement of the current Secretary/Treasurer, the International Indoor Bowls Council (IIBC) are looking to appoint a successor at their Annual General Meeting in April 2023. Below is an outline of the main duties involved, the list is not exhaustive and may be amended as and when required by its members.

1. To attend all meetings of the Council.
2. Keep and maintain all minutes and records of the Council.
3. Conduct all correspondence on behalf of the Council.
4. Maintain a register of all Member National Association with names and addresses of their principal Officers.
5. Maintain other such statistical data as may be necessary under the Constitution or as directed by the Council.
6. Prepare and submit to each Annual Meeting a report on all the activities of the Council since the last Annual Meeting.
7. Prepare and submit to each Annual Meeting a report of the activities of all Committees since the previous Annual Meeting.
8. Maintain and update the IIBC Website
9. Be prepared to represent the Council (if required) on other bodies such as World Bowls and World Bowls Tour
10. Organising and acting as Tournament Director/Assistant Tournament Director at IIBC Championships (World Under 25 Championships & World Indoor Championships)
11. Prepare a detailed Annual Budget-based on the projected income received and anticipated expenditure on administration, competitions, and international events.
12. Prepare detailed financial reports to the IIBC Executive Committee.
13. Prepare Annual Accounts and submit them for independent audit.
14. Presenting audited accounts to the Annual Meeting.
15. Preparing and maintaining Income and Expenditure accounts against detailed headings.
16. Banking all the Councils income and consolidating the bank accounts against income and expenditure.
17. Invoicing and collecting the Councils annual income consisting of Membership Fee's and Levy.
18. Preparing and submitting detailed event estimated costings.
19. Purchasing requirements for the administration of the IIBC.
20. Purchasing requirements for all IIBC events, including: hotel accommodation, transport, trophies, kit, meals etc.
21. Scrutinising and settling all the Councils expenditure including Administration Costs, Officer expenses, Competition Costs and International event costs

The International Indoor Bowls Council will pay all reasonable expenses associated with carrying out the above duties and also pay an annual allowance to be agreed by the Council at each Annual Meeting. Prior to Covid 19 the annual allowance was £3000 per annum.

All applications, with an outline of their experience are to be submitted to the address below no later than 28th February 2023.

David Phillips IIBC Secretary/Treasurer 50 Penyrheol Road, Gorseinon, Swansea SA4 4GA

Email: davidphillips.bowls@ntlworld.com

If you wish to have an informal discussion (in confidence) about any aspect of the above please contact me on : **Home: 01792 538061** **Mobile: 07803824904**

David Phillips (IIBC Secretary/Treasurer)