Chairman’s Duties:-

1. Chair three meetings a year, following the agenda set out by the secretary and consider the best interests of the league at all times.
2. Have the casting vote if any vote is level.
3. Produce a chairman’s report about the last year ready for two weeks before the AGM

President's Duties:-

1. Represent the league in a smart and respectful manner.
2. Be present at all league functions, including competition finals and the Presentation Evening.
3. Wear the chain when attending all league functions.
4. To produce a president’s report about the last year ready for two weeks before the AGM

Fixture Secretaries Duties:-

1. To be the representative of the league and be the contact for all clubs in the league and league officials.
2. Monitor results system throughout the season ensuring all players are registered, all results are entered on time and no league rules have been broken.
3. Complete all forms received and return them in good time to both league and county associations.
4. Present invoices to the treasurer for payment in good time.
5. Keep a record of the recipients of all trophies.
6. Arrange the return of all trophies and their engraving in good time for the presentation night.
7. Arrange food for presentation night.
8. Help organise the presentation of trophies and cheques to clubs and players on presentation night.
9. Seek the help of the treasurer for the funding of all aspects of running the league.
10. Attempt to address and action all member requests with the assistance of the Management Committee.
11. To produce the league handbook and organise its printing in good time for the new season.
12. To organise the printing of match and score cards for the league and league competitions.
13. To distribute handbooks, match and score cards to all clubs and officials before the start of a new season.
14. To produce a secretary’s report about the last year ready for two weeks before the AGM.
15. Produce paperwork for clubs for their information for the forthcoming season (correspondence, green use etc.).
16. Assist the Competitions Secretary in organising and running competitions.

Minutes Secretary Duties:-

1. Prepare agenda’s for the March, October and annual general meeting, and an extraordinary general meeting if required.
2. Record minutes of each of the three meetings and present them for approval at the next relevant meeting.
3. To send all paperwork out to each clubs correspondent two weeks before the meeting.
4. To print off extra copies of paperwork for each meeting.

Treasurer Duties:-

1. To receive and record all monies relating to the league and record them as income.
2. To pay all invoices presented to him relating to the league and record them as expenditure.
3. To send out an invoice for fees in good time before the 1st July and 1st October to all clubs and record when these are paid.
4. To write and record all cheques presented at the Presentation Evening.
5. To send honorarium out in October and ensure that it is signed for by the relevant person.
6. Generate a financial statement annually for presenting to an auditor for approval, and present this to the AGM.
7. Generate a statement of the accounts at the October Meeting.
8. Present the league with different options on the prize money for the forthcoming season at the March Meeting.
9. Bank and withdraw money from the clubs accounts.
10. Be a signatory on the clubs cheque book.
11. Keep all receipts and records for the auditor.
12. Organise and give money for the Merit and Pairs to the Competitions Secretary before the day of the competition.

Competitions secretary Duties:-

1. To organise all League Competitions and Playoff matches.
2. To sort out venues, dates and draws for all league competitions.
3. To run and be present at all League Competitions finals and all playoff matches.
4. To decide Prize Money fairly for the Merit and Pairs on the day dependent on entries.
5. To ensure Prize Money is distributed and signed for.

SCGBA Delegate:-

1. To be the league representative during the year attending all or most of the Shropshire County Executive Meetings and to vote on all issues in regards to the best interests of the league.
2. To vote at the AGM as directed by the league at the AGM.
3. To report back to the league at each meeting about previous SCGBA Meetings.
4. To produce a delegate’s report about the previous year ready for two weeks before the AGM

Child Welfare Officer:-

1. To ensure all children in the league are protected.
2. To ensure any concerns raised by members of the league are dealt with in an efficient and correct manner.
3. To attend any courses that are required to be taken.

Interleague Selector

1. To organise a team for the league before the deadline for squad registration.
2. To be present and run the team throughout the day of the competition.
3. To ensure a raffle prize is taken on behalf of the league.

Webmaster:-

1. To update regularly and maintain the website with the help of Lee Bowden over each year.
2. To ensure all members of the league are kept up to date with news, competitions, events etc through the website
3. To ensure that history is kept up to date.

Management Committee Member:-

1. To make honest decisions and for the best for the league with issues that come up from other clubs, players, leagues, or from the committee.
2. Be prepared to attend a meeting if a serious issue comes up with affect the league.