



TBNZ Administration Manager

Job Description

Reports to :

Chief Executive Officer (CEO)

Liases with:

CEO

Sponsor Bowling Centres

Management Team members

General Responsibilities:

1. Provides support to the CEO with new initiatives, funding applications, standardisation of documents, where required
2. Management of incoming and outgoing correspondence.
3. Preparation of meeting agendas.
4. Minute taking of the Management Team and Annual General Meeting.
5. Ensuring the completeness of membership information from Sponsor Bowling Centres and direct applicants
6. Liaising with Sponsor Bowling Centres to obtain up to date membership information and issuance of membership cards.
7. Maintenance of a membership repository to enable the necessary reporting requirements.
8. Provide assistance to Tournament Managers in ensuring that athletes participating in ranked and certified tournaments are TBNZ members, when requested