

## RECRUITMENT ROLE

TASK	WHEN	COMMITMENT
1. Agree dates for Open Days, including the national "Big Bowls Weekend" (26 <sup>th</sup> – 29 <sup>th</sup> May for 2023) with other relevant members e.g. coaches.	February	20 mins
2. Advertise upcoming season and invite expressions of interest e.g. local journals, club website and social media, using previous articles as blueprint	February	1 hour
3. Liaise with Press Officer on advertising Open Days in Herts Advertiser	March	30 mins
4. Prepare and put up fliers on park notice boards etc.	March	2 hours
5. Confirm subscription fees for new members with Treasurer	April	10 mins
6. Finalise programme for Open Days based on previous arrangements, in discussion with other members and request volunteers to help	April	1 hour
7. Register with Bowls England as participants in their "Big Bowls Weekend" so as to receive their supporting material.	April	15 mins

8. Prepare and print off paperwork for Open Days e.g. contact forms, Assoc. member forms, membership forms, coaching info sheets and induction info sheets.	April	1 hour
9. Amend banner dates.	April	1 hour
10. Attend and manage Open Days, gathering expressions of interest in the club's coaching programme	May	12 hours
11. Liaising with coaches and potential new members to settle on an initial programme plan	May	2 hours
12. Supporting coaches during coaching sessions if and when necessary/available	Between May – July	24 hours (based on 3 x 4 sessions x 2 hours)
13. Induction of new members using existing brief	July and then ongoing	1 hour x each session
14. Dealing with expressions of interest that arise throughout the season	Ongoing	2 hours