



Blackball International currently has the following position available.

SECRETARY TO BLACKBALL INTERNATIONAL

At the recent Blackball International General Assembly it was passed to allow a change to how the Blackball International board is formed. Blackball International has opened its applications for vacant positions to the continental members. If a candidate is interested in holding a position on the Blackball International board they can submit their resume to their own member country. If your member country agrees with this proposal they can then submit this approval with your resume to your continental body for final approval. If this approval is gained your continental body will submit your resume and approval to the Blackball International President. From the received nominations a board will be formed.

The role of Secretary:

- Function as the facilitator and communications directorate between the Blackball International's board and members of Blackball International. To facilitate the flow of e-mail and telephone communication to various sector's.
- Manage the Blackball International Calendar of events and ensure that all materials and logistics for upcoming meetings and events are in place and that all role players are clear on Blackball International's expectation and that their due deliveries are on track. In addition, handle and put in place all logistical aspects of meeting in conjunction with the President and Treasurer.
- Maintain a well organised electronic and/or hardcopy filing system.
- Provide all general and specific administrative support (typing, preparing agendas, notice of meetings, etc)
- Keeping accurate records of all meetings of Blackball and make such records of minutes available to the delegates of that meeting within 14 days after the conclusion of that meeting.
- Keep an accurate, complete and updated list of all the members of Blackball International and have such information available on request to any member of Blackball International.
- Keep chronological format a record to all resolutions made by the Blackball international Council, as well as those made by the Blackball International board/Executive.
- Any other ad hoc duties as requested by Blackball International.

This position is currently open for applications to fill the role until the next BI GA of 2022.

We are looking for a people who can take the role on, own it make it their own. They will have a passion to drive the game of Blackball forward and work closely with the rest of the BI board.

Any questions or queries please feel free to contact Mark Cottingham – President of Blackball International on cottee147@hotmail.com

Closing date for applications 30th April 2021.