



**BOWLS**  
ACT

**DOMINA**  
GENERAL &  
BOWLING CLUB  
INSURANCE BROKERS BCIB



**ACT**  
Government

Economic Development

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**19 March 2020**

## **CIRCULAR No 14 of 2020**

### **TO ALL CLUBS AND MEMBERS**

#### **Re: POSITIONS VACANT – BOWLS ACT**

As foreshadowed by the impending departure of the current Executive Officer (EO) and Administrative Officer (AO), Bowls ACT is now undertaking recruitment action to replace the office staff.

The requirements of both positions have been reviewed to better reflect the desirable workloads and responsibilities.

**Please note that Bowls Australia is managing the recruitment process for this role. All interested candidates should refer to the advertisements on Seek.com.au:**

<https://www.seek.com.au/executive-officer-jobs/in-All-Canberra-ACT>

and:

<https://www.seek.com.au/Events-jobs/in-All-Canberra-ACT>

#### **Links to the relevant documents:**

Executive Officer advertisement <https://bit.ly/392TnEL>

Executive Officer Position Description <https://bit.ly/3b5bXxi>

Events & Administrative Officer advertisement <https://bit.ly/2TZsT2E>

Events & Administrative Officer Position Description <https://bit.ly/33ugrea>

Kate Lyttle  
Executive Officer