

# SLBC Bowls Committee

## Roles and Responsibilities

### **President**

Oversee the efficient operation of the Bowls Committee and bowls undertaken for the Club.

Ensure communications within the Committee and with members is maintained at a high level.

Ensure that all documentation (roles & responsibilities, policies, processes, guidelines, etc.) of the Bowls Committee are maintained to incorporate changes and improvements.

Undertake the Welcome process for new bowls members to the Club.

Represent the Bowls Committee on the Board Of Management.

Present Membership Awards badges to members as designated by the Secretary.

Ensure the Welfare Officer is kept up to date with member illnesses and deaths.

Maintain a Notifications list for Social Selectors to pass on information to members on social bowls days.

Where possible, mark Singles Championship Finals.

### **Vice President**

Assist the President where ever possible and undertake the role of the President in the President's absence.

### **Ladies and Men's Secretary (Two Positions)**

#### **Ladies:**

- Receive and action all MBDLBA correspondence and notifications regarding District events.
- Post all relevant notices to the Notice Board.
- Collect all social bowls results and Club Championship results and photos for inclusion in 'The Bribie Islander'
- Provide Membership Award and Age Achievement Award (Vets) badges to the President for members when they meet the criteria.

#### **Men's:**

- Prepare Agenda and other relevant information for monthly Committee meetings.
- Handle all inward and outward correspondence of the Committee and distribute appropriately to Committee members or hold for presentation at Committee meetings.

- Take the minutes of Committee meetings and distribute same to Committee members.
- Ensure all new bowls members are ratified and passed back to the Membership Secretary.
- Ensure the Club's Notice Boards are up to date with all relevant information.
- Prepare and maintain monthly, the Members Date of Birth and Date Joined registers for preparation of the Member Award and Age Achievement Award (Vets) lists and share such lists with the Ladies Secretary.
- Receive and action all MBDBA correspondence and notifications regarding District events.
- Prepare and action all Bowls Committee AGM documentation including Notices of Meeting and Committee Nomination Forms.

### **Raffles Coordinator**

Compile a roster of raffle ticket sellers on all social game days from the volunteer pool, and ensure the roster is communicated to relevant members.

Organise other raffles sellers as appropriate, including special events.

### **Social Events Coordinator**

Identify what non-bowls social events will be undertaken for the year.

Plan and organise all aspects of those social events with assistance of a Social Events Group.

Liaise with the Bar Administrator and Catering Coordinator on dates and requirements of the social events.

Assist the Catering Coordinator in providing morning teas/snacks when required for Pennant games and Special Bowls Events.

### **Sponsorship Coordinator**

To source new Sponsors and maintain existing Sponsors commitment.

Inform the Games Directors and Bowls Event Coordinator of what funds are available for special games events.

### **MBDLBA Delegate**

Attend Moreton Bay District Ladies Bowls Association meetings on behalf of the Club and communicate information between the two bodies.

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### **Ladies and Men's Games Directors (Two Positions)**

Oversee the planning and undertaking of Social Bowls Days, Championships, Representative and Special Bowls Events.

Compile a roster of Social Selector/Desk personnel on all social game days from the volunteer pool, and ensure the roster is communicated to relevant members.

Liaise with the Bowls Event Coordinator on developing the annual Calendar Of Events.

Assist the Bowls Event Coordinator in running any Special Bowls Event held by the Club.

Liaise with the Greenkeeper and Umpire Coordinator scheduled bowls games and events.

Maintain a pool of members who are prepared to attend other clubs in response to event invitations.

### **Ladies and Men's Assistant Games Directors (Two Positions)**

Assist the Games Director wherever possible.

### **Bowls Event Coordinator**

Liaise with the Games Directors on the annual Calendar Of Events.

Liaise with the Sponsorship Coordinator on available funds for running Special Bowls Events.

Organise Special Events held by the Club including coordinating volunteers to undertake roles that are required to efficiently run such events.

Arrange for bowlers, from our club and other clubs, to compete in any Special Events held by the Club, by means of advertising and communications.

Maintain a contact list of other club participants from previous events for future reference.

### **Welfare Officer**

To monitor the wellbeing of our members for health and bereavement issues and organise cards where appropriate.