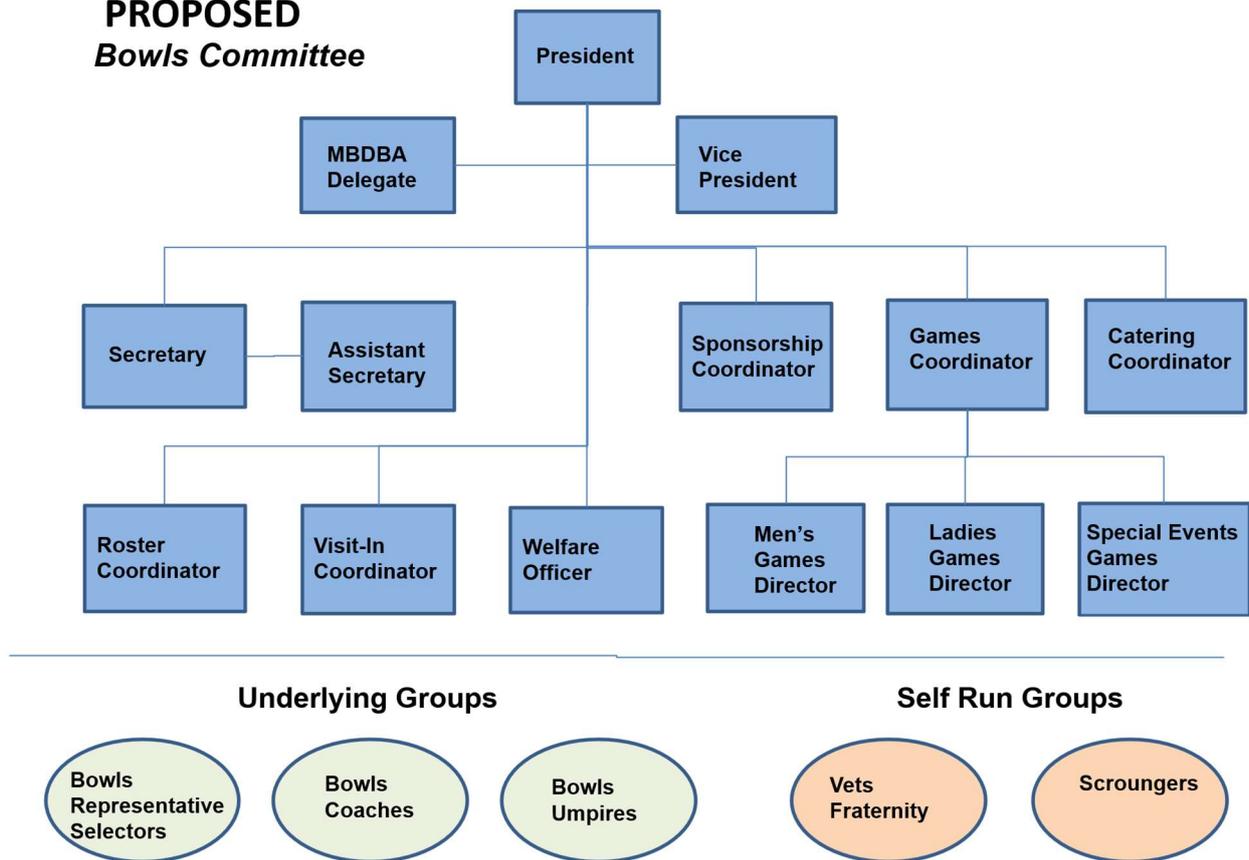


PROPOSED Bowls Committee



SLBC Bowls Committee

PROPOSED 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.

Where possible, mark Singles Championship Finals.

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

Vice President

Assist the President wherever possible.

Undertake the role of the President in the President's absence.

Secretary

Prepare Agenda and other relevant information for monthly Committee meetings.

Take the minutes of Committee meetings and distribute same to Committee members.

Handle all inward and outward correspondence of the Committee and distribute appropriately to Committee members or hold for presentation at Committee meetings.

Receive and action all MBDBA correspondence and notifications regarding District events.

Ensure all new bowls members are ratified and passed back to the Membership Secretary.

Post all relevant notices to the Notice Board.

Prepare and action all Bowls Committee AGM documentation including Notices of Meeting and Committee Nomination Forms.

Assistant Secretary

Collect all social bowls results and Club Championship results and photos for inclusion in the local paper.

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.

Provide Membership Award and Age Achievement Award (Vets) badges to the President for members when they meet the criteria.

Any other secretary duties as agreed to with the Secretary.

Roster Coordinator

Maintain a Volunteers Register for use in preparing rosters.

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

Sponsorship Coordinator

To source new Sponsors and maintain existing Sponsors commitment.

Inform the Games Director and Special Events Games director of what funds are available for special bowls events.

Games Coordinator

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

Liaise with the Ladies Games Director, Men's Game Director and Special Events Game Director on developing the annual Calendar Of Events with the MBDBA and BQ Calendars of Events in mind.

Ensure the Special Events Games Director has assistance in running any Special Bowls Event held by the Club.

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

In conjunction with the Ladies Games Director and the Men's Games Director:

Plan and organise entries for the upcoming representative competitions.

Once draw/s are available for such competitions, check for correct team entries and compile a "Solander Lake" draw list for the whole competition.

Maintain spreadsheets detailing players' names and games played for the season (BowlsLink may now provide this).

Responsible for sending all results to the relevant competition admin and our website editor.

Men's Games Director

Responsible for the planning and undertaking of Men's Championships for the Club.

Liaise with the Games Coordinator, Ladies Games Director and Special Events Games Director on the annual Calendar Of Events.

Assist the Games Coordinator, Ladies Games Director and Special Events Games Director in carrying out their duties.

Ladies Games Director

Responsible for the planning and undertaking of Ladies' Championships for the Club.

Liaise with the Games Coordinator, Special Events Games Director and Men's Games Director on the annual Calendar Of Events.

Assist the Games Coordinator, Men's Games Director and Special Events Games Director in carrying out their duties.

Special Events Games Director

Liaise with the Games Coordinator, Ladies Games Director and Men's Games Director on the annual Calendar Of Events.

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

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

Seek 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.

MBDBA Delegate

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

Welfare Officer

To monitor the wellbeing of our members for health and bereavement issues. Organise cards and make personal contact for member wellbeing where appropriate.

Visit In Coordinator

The contact person for all visit-in requests.

Follow the visit-in criteria and process to coordinate all visit-ins.

Catering Coordinator

Liaise with the Games Coordinator, Special Events Games Director and Visit-in Coordinator for any bowls events requiring non-bistro catering. Responsible for organizing food requirements and volunteers for food preparation.

Representative Selectors

Undertake the selection of all teams representing Solander Lake Bowls Club in official representative competitions.

Through the Games Coordinator, make recommendations to the Bowls Committee on what teams our club should nominate for upcoming representative competitions.

Coaches Coordinator

Coordinate all bowls coaching activities in the Club and allocate individual coaches to new bowlers.

Communicate with the President on any bowls coaching related issues or requests.

Umpires Coordinator

Oversee the allocation of umpires to bowls games/competitions. Communicate with umpires on rules, processes, and feedback on activities.

Communicate with the President on any bowls umpiring related issues or requests.