REGISTER OFJOB DESCRIPTIONS

1. President

2. Vice-President

3. Secretary

4. Treasurer

5. Delegate

6. Green-keeper

7. Match Committee Convener

8. Selector

9. Open Tournament Convener

10. Club Captain and Membership Convener

11. Casual Bowls Co-ordinator

12. Marketing Manager

13. Publicity Officer

14. Property Manager

15. Bar Manager

16. Catering Convener

17. Social Convener

18. Raffles Convener

19. Sales Convener

20. Health and Safety Co-ordinator

21. Webmaster

22. Newsletter Editor

23. Welfare Officer

24. Synthetic Green Caretaker

25. Coaching Convener

**PRESIDENT**

**Responsibilities:** To provide overall leadership and overview of the club’s direction and activities and representation of the club within the bowling fraternity and to the local community.

**Reports to:** The Board and members

**Principal duties:**

* Coach and groom the Vice-President in the duties of the President
* Preside at all general meetings and chair Board meetings by agreement
* Establish and implement plans to improve the functionality and profitability of the club
* Be an ex-officio member of all sub-committees and monitor and ensure their functionality
* Officiate at all club functions and events as necessary
* Ensure new members and visiting players/teams are appropriately welcomed and hosted
* Represent the club at all official occasions and maintain a liaison with fellow clubs
* Assist with sponsor liaison
* Ensure an effective social programme and culture to maintain a high club spirit and morale
* Personally convey the condolences of the club to immediate families of bereaved members
* (or arrange an appropriate person to do so), and ensure the club is represented at members’ funerals
* Maintain a high level of communication with members on club matters
* Ensure members adhere to defined club standards and protocols
* Prepare the annual report in consultation with other Board members
* Annually review club constitution and register of regulations to ensure ongoing suitability

**VICE- PRESIDENT**

**Responsibilities:** To provide support and assistance to the President in the execution of his / her duties.

**Reports to:** President or nominated Board member

**Principal Duties:**

* Undertake learning with the view to filling the Presidential role.
* Assist the Board in allocation of duties and responsibilities to the various sub committees.
* Support the development of the Club’s operational plan.
* Act on allocated sub committees as required.
* Act for the President in his / her absence.
* To undertake any such other duties as may be allocated by the President and / or the Board.

**SECRETARY**

**Responsibilities:** Ensure the efficient flow of information to members, the Centre, Bowls NZ and organisations with whom the club is involved.

**Reports to:** President or nominated Board member.

**Principal Duties:**

* Identify and train at least one person as a backup.
* In conjunction with the President (or Chairperson of Board meetings) prepare an agenda for all Board members and ensure whenever possible that all Board members are advised of any major items for discussion.
* Record minutes and action points of all Board meetings and provide copies for the Board following the meeting and to members after approval. (File).
* Attend to all correspondence including renewal of club licences and certificates.
* Liaise with Match Committee to ensure all Centre returns are completed and dispatched as required.
* Process membership applications and resignations/clearances, maintain up to date records of all members and in conjunction with the Treasurer keep a check on the financial status of members.
* Ensure notification of date and subjects for consideration at all general and special meetings of the club.
* Maintain up to date notice-boards and files for member’s information.
* Provide an oversight of constitutional matters affecting the club.
* Maintain and update club’s Register of Regulations and Register of Job Descriptions.
* Liaise with Welfare Officer and oversee matters relating to club member’s welfare.
* Liaise with Newsletter Editor and Webmaster to assist as required.

**TREASURER**

**Responsibilities:** To administer the financial affairs of the club including the provision of regular monthly reports

as required by the Board and the production of the annual audited Statement

of Accounts for presentation and distribution to members.

To be responsible for the club’s Insurances ensuring the club has adequate cover.

**Reports to:** The President and Board.

**Principal duties:**

* Identify and train at least one person as a backup.
* Collect and account for all monies due to the club including the reconciliation of the club’s bank accounts.
* Bank and arrange to have banked all monies received by the club.
* Advise members of the annual subscription levies and collect and receipt same and issue membership cards as received.
* Make timely payments to all club creditors.
* Prepare all IRD returns relevant to the GST commitments of the club.
* Prepare, and present at the AGM, an audited financial report.
* Prepare budgets for the next financial year and present to AGM...
* Attend the Board meetings and present a financial report detailing:
* the analysis of monies received and payments made during the month.
* budget comparisons and variance reports.
* cumulative year to date figures.
* details of creditors to be paid and require Board approval.
* details of all bank balances.
* Invoice in a timely manner all club debtors, including sponsors, advertisers and others.
* Maintain a float for the bar and a petty cash facility.
* Receive income from all sources and provide receipts for same.
* To make applications as required for funding.
* Be one of the signatories to the club’s bank accounts
* After adoption at the AGM, ensure a copy of the report and financial statements are sent to the Registrar of Incorporated Societies.

**DELEGATE**

**Responsibilities:** To act as Delegate of the Club to represent the Club at Centre meetings

**Reports to:** President or nominated Board member

**Principal Duties:**

* To attend Centre meetings and vote as directed by the Board or if no

specific instructions are given then to vote having regard to views as expressed by the Board or Club and then report back to the Board.

**GREEN-KEEPER**

**Responsibilities:** To work under the supervision of the Board to ensure

achieving the highest possible standards in the presentation and playing

condition of the green.

**Reports to:** President or nominated Board member.

**Principle Duties:**

* Identify and train at least one person as a backup.
* To be responsible for the purchase and safe storage of all products required to maintain the green.
* Prepare an inventory of all tools, machinery and stock items owned by the club.
* Ensure all tools and machinery items carry the club identification and are properly maintained.
* To attend to all mowing, rolling, spraying and other work as directed.
* To liaise with Match Committee and Membership Convenors and having

appropriately prepared rinks available for play on all days as set out

in the club programme, on club days and if possible as required as per the rink- booking board.

* To prepare a roster of members delegating the rolling (and mowing if required) of the green, marking out of rinks, putting out scoreboards, mats, jacks etc. for each playing day.

**MATCH COMMITTEE CONVENOR**

**Responsibilities:** To encourage active participation in a range of club competitions.

To carry out the calling of entries, completion of draws, setting of completion dates, arranging finals of all club championships

To arrange all club trophy matches, interclub trophy matches, gala days, mini tournaments and play on social rollup days.

To enter teams into interclub Centre events and to compile a club playing programme to be available to all members prior to Opening Day each season.

To report to the Board on members achievements and issues relating the various competitions.

**Reports to:** President or nominated Board member

**Principal Duties:**

* Form and lead a sub- committee of which one person will be

identified and trained as a backup.

* Liaise with the Selectors regarding interclub competitions.
* Liaise with the Green Supervisor regarding green requirements.
* Call for entries, complete draws, set completion dates, and arrange finals for all club championships.
* Ensure all events are completed by the due date to allow for entry into the Centre Champion of Champions.
* Grade and handicap players if required.
* Inform Club Captain on upcoming events, encourage club participation

and acknowledge achievements.

* Prior to end the of the season select trophy winners and arrange engraving for presentation on Closing Day. Update Honours Boards.
* Report to the Board on achievements and issues related to competitions.

**SELECTOR**

**Responsibilities:** To develop and apply selection processes which maximise success and participation of club players and teams in the Centre Inter Club

competitions.

**Reports to:** President or nominated Board member

**Principal Duties:**

* Form and lead a selection sub-committee of which one person will be identified and trained as a backup.
* Submit for Board approval the proposed selection aims, objective and philosophies.
* At all times remain objective, impartial and maintain confidentiality.
* Select strong compatible teams with team captains for the interclub competitions. Ensure all are aware of their roles and responsibilities.
* Give promising players the opportunity for exposure in more challenging and competitive match environments.
* Post all teams on the club notice board prior to each game allowing sufficient time for players to confirm availability.
* Assist the Match Committee in assigning player ratings in handicap events.
* Communicate to players on selection matters as appropriate.
* Nominate players for centre representative selection.
* Designate a home team in a competition as the Duty Team and ensure the required duties are carried out.
* Designate team managers for away games.
* Report to the Board on achievements and issues related to selections.

**OPEN TOURNAMENT CONVENOR**

**Responsibilities:** To plan and deliver successful open club tournaments.

**Reports to:** President or nominated Board member.

**Principal Duties:**

* Establish playing dates for each tournament. Liaise with Marketing Manager and confirm sponsors for each event.
* Contact and develop a team of assistants – lead a group approach.
* Confirm tournament dates with Board for Centre deadline and inclusion in handbook.
* Keep and update a database recording contact details of all previous supporters.
* Prepare invitation flyers and post out to supporter group as well as to other clubs on two or three occasions each season.
* List of entries on display in pavilion – Club Captain to promote
* Liaise with Green Keeper, Bar, Raffles and Catering Convenors re dates and their required services.
* Prepare “conditions of play”, plan draws and arrange prizes.
* Determine winners and arrange presentation of prizes.
* Invite sponsor to display advertising on the day and to present prizes and address participants.
* Prepare a report for Board showing profit / loss and outline any remedial needs.

**CLUB CAPTAIN**

**Responsibilities:** Enhance the fellowship, culture and smooth running of the club by providing the ‘people linkage’ between club members and the executive. Be the approachable friendly face of the club.

**Reports to:** President or nominated Board member.

**Principal Duties:**

* Identify and train at least one person as a backup.
* Ensure all new members are welcomed to the club and made aware of the facilities and general procedures and protocols.
* Encourage and direct new members to the appropriate coaching

/tournaments/championship events and inter-club competitions.

* Report to the Board meetings, on the culture and morale of the club, and represent the views and interests of club members.
* Be available to existing and new members, providing support and resolution of queries and concerns.
* Direct queries as necessary to the appropriate convener and in doing so ensure the member receives the necessary reply and action.
* Liaise with club conveners eg membership, match, tournaments, coaching and social.
* ‘Manage by walking about’ ie keep in touch with members and look after the people.
* Extend a welcome to visitors, including visiting bowlers attending our tournaments.
* Liaise on the health and welfare of unwell club members and provide compassion to families and organize support as necessary.
* Share incidents, accidents both on and off the green with the members through a fines process.
* Communicate with the members the club successes and items of interest on a regular basis.

**MEMBERSHIP CONVENOR**

**Responsibilities:** Lead and manage the club’s membership recruitment and casual bowls initiatives

**Reports to:** President or nominated Board member

**Principal Duties:**

* Form and lead a membership sub-committee of which one person will be identified and trained as a backup.
* Review and promote alternative membership packages.
* Liaise with Marketing Manager with particular regard to new members.
* Maintain & review the approved club membership plan for full and casual members.
* To be responsible for maintaining stocks of club uniforms.
* Operate and maintain club ‘buddy’ system.
* Liaise with coaching coordinator to ensure availability of supportive coaching.
* Inform Junior bowlers about the Club and Inter Club opportunities available to them.

**MARKETING MANAGER**

**Responsibilities:** To promote the Club to the community, businesses, potential sponsors

and advertisers with a view to increasing:-

(a) Membership

(b) Revenue from Sponsors and Advertisers

(c) Revenue from other activities. eg Christmas Bowls functions

**Reports to:** President or nominated Board member.

**Principal Duties:**

* Prepare suitable advertising material for the promotion of the Club for Board approval. eg Business Partnership agreements, Christmas Bowls flyers.
* Ensure that all promotional material is up to date at all times.
* Maintain liaison with all existing sponsors/advertisers and continue to

investigate potential sponsors/advertisers.

* Liaise with Match Committee Convener and arrange sponsors for all club

Tournaments and special events.

* Maintain and update the Sponsors Board and other club signage.
* Oversee the production, erection and maintenance of all advertising signs.
* Liaise with the Board in ensuring that all advertising/sponsorship details,

records, contracts etc are current and up to date at all times.

* Review and set price levels for advertising and liaise with club Treasurer

regarding invoicing and the collection of payments.

**PUBLICITY OFFICER**

**Responsibilities:** Enhance and promote the profile of the club in all forms of media.

**Reports to:** President or nominated Board member.

**Principal Duties:**

* Liaise with the Board over matters relevant in the promotion of the club.
* Identify key media contacts, develop relationships, and discuss club media opportunities.
* Report to the executive meetings on the articles written and the success in getting them printed.
* Liaise with the Club Captain to obtain member and team achievements.
* Inform the Board of new ways of promoting the club as they come to hand.
* Identify and train at least one person as a backup.

**PROPERTY MANAGER**

**Responsibilities:** To manage the day to day and long term maintenance of the club house and other buildings (interior and exterior), the surrounds, gardens, fences, carpark, shelters, scoreboards and other club properties or appliances.

**Reports to:** President or nominated Board member

**Principal Duties:**

* Develop a five year plan covering maintenance and proposed improvements.
* Form and lead a sub-committee from which one person can be

identified and trained as a backup.

* Prepare a roster of co-opted volunteers to assist with seasonal maintenance of gardens and surrounds and for the cleaning of the pavilion. Purchase any cleaning products, towels etc as required.
* Liaise with the Board on development strategies.
* Prepare and submit a financial requirements report for approval by the Board.
* Organise working bees that may be required to maintain the grounds and buildings.
* Seek quotes for major property projects and present these to the Board so an informed decision can be made.

**BAR MANAGER**

**Responsibilities:** To encourage active participation in a range of club social activities.

To carry out all requirements for the stocking, pricing, manning and operation

of the bar.

To operate the bar within the regulations of the club’s bar license.

**Reports to:** President or nominated Board member

**Principal Duties:**

* To operate the bar within the regulations of the club’s license ensuring

conditions such as hours and the availability of food etc are met at all times.

* Maintain a secure environment for stock, floats and cash.
* Account for all monies received.
* Supervise the purchase of all stock at the best rates and account for same.
* Prepare and administer a bar roster of appointed staff.
* Report to the Board on achievements and issues related to the bar

trading.

* Liaise with the Match Committee and Social Convenors and ensure the bar is open and manned whenever possible.
* Liaise with the Treasurer regarding annual bar budgets, profit margins to be achieved and the financial management of the bar.
* Identify persons and train as a backup.

**CATERING CONVENOR**

**Responsibilities:** Supervise the kitchen and catering requirements for a full range of club activities.

Supervise the cleaning and housekeeping requirements of the club pavilion.

**Reports to:** President or nominated Board member

**Principal Duties:**

* Form and lead a sub-committee of which one person will be
* identified and trained as a backup.
* Liaise with the Treasurer regarding the financial management of the catering and cleaning operation and manage costs and charges to at least break even.
* Be responsible for all catering and cleaning purchases and to account for

same.

* Account for all monies received.
* Liaise with the Match Committee, Tournament, Membership and Social

Conveners regarding catering services required.

* Liaise with the Treasurer as regards community bookings of the club premises.
* Oversee the maintenance of the kitchen white ware, cutlery, crockery and other equipment.
* Co-opt other members and prepare rosters to assist with catering cleaning and housekeeping duties.
* Organise hospitality for visiting clubs/groups as necessary.

**SOCIAL CONVENOR**

**Responsibilities:** To encourage active participation in a range of club activities.

To arrange the opening day / closing day functions and any other functions that will promote the participation of our members in club activities.

**Reports to:** President or nominated Board member

**Principal Duties:**

* Form a sub- committee and identify a person and train as a backup.
* Develop and implement a diverse year-round social and activity programme.
* Liaise with the Board re the compiling of the programme.
* Liaise with Board re proposed functions.
* Liaise with the Catering Convenor and Bar Manager re requirements for

planned functions.

* Liaise with the Treasurer re budgets, costs etc of the various functions for prior approval.
* Inform Club Captain on upcoming events and encourage club participation.
* Report to the Board on achievements and issues related to any of the

functions.

**RAFFLES CONVENOR**

**Responsibilities:** Supervise the running of all raffles to maximize the raising of funds from this source.

Organise raffles as directed by the Board.

**Reports to:** President or nominated Board member

**Principal Duties:**

* Train a person as a backup.
* Co-opt other members to assist with sales and organisation.
* Liaise with the Treasurer regarding budgeting requirements.

Have raffle tickets available for sale at all times.

* Liaise with the Match Committee and Tournament Convenors

regarding specific raffle requirements. (Paddle raffles)

* Plan and organise two major raffles each year, one at Christmas

(Hamper raffle) and one during the winter.

* Supervise and account for all prizes purchased, ticket printing etc.
* Supervise the regular collection of all raffle proceeds and account for all

monies received.

* Ensure all prize-winners are notified and prizes uplifted.
* Report to the club Board on the raffles operation.

**SALES CONVENOR**

**Responsibilities:** Promote and supervise the club’s sales table and the sale of club property.

**Reports to:** President or nominated Board member

**Principal Duties:**

* Train a person as a backup.
* Organise the donation of goods from club members for resale on the club’s sales table and supervise the sale of same.
* Supervise the sale of club property including new club shirts and badges and secondhand bowling attire etc.
* Regularly collect all proceeds and account for same.
* Ensure that the sales area is kept tidy at all times with all stock clearly priced.

**HEALTH AND SAFETY COORDINATOR**

**Responsibilities:** To supervise and implement the Club’s Health & Safety Policy.

**Reports to:** President or nominated Board member

**Principal Duties:**

* Identify suitable person and train as a backup.
* Identify any matters that come within the boundaries of the Club Health & Safety Policy.
* Report to the Board on any matters that require urgent attention.
* Liaise with the Green Supervisor regarding matters relevant to the Health & Safety policy.
* Ensure members and visitors are aware of items necessary to ensure we

comply with the health & safety policy.

**WEBMASTER**

**Responsibilities:** To maintain and update the club’s website as a tool that:

Assists with the recruitment of new members.

Acts as communication between the club and its members.

Informs the public on all aspects of the club.

Fosters sponsorship.

**Reports to:** President or nominated Board member.

**Principle duties:**

* Liaise with all officers, convenors and sub-committees to provide information that includes:
* List of club officers, club playing programme, subscription rates
* Open tournament dates, championship draws. results of matches
* Interclub fixtures, social programme
* A photo gallery and club history sections
* Lists the club’s sponsors and the services that they offer.
* Provides details of opportunities regarding community bowls and youth bowls.

**NEWSLETTER EDITOR**

**Responsibilities:** To assist with communications between the club’s Board and its members by producing regular newsletters as directed by the Board.

**Reports to:** Club President or nominated Board member.

**Principle duties**:

* Produce a newsletter for publication each month.
* Liaise with Board members and the various convenors and sub-committees and request regular reports from each for inclusion in each issue.

**WELFARE OFFICER**

**Responsibilities:** To assist the secretary by being responsible for the welfare of un-well members.

**Reports to:** Club Secretary.

**Principle duties:**

To send out ‘get well’ cards to members who are ill, arrange hospital or home

visits and provide support to families as necessary.

**SYNTHETIC GREEN CARETAKER**

**Responsibilities:** To be responsible for the care and maintenance of the synthetic green.

**Reports to:** Club President or nominated Board member.

**Principle duties:**

* Vacuuming – At least each week in any direction.
* Rolling – Roll lightly regularly only in the direction of seams.
* Irrigation – Base metal must be kept damp at all times. Irrigate accordingly.
* Shampoo – keep clean by shampooing regularly using a commercial detergent.
* Direction of play – can be in either direction. Vary rink placement pegs to spread wear.
* Prepare rosters of co-opted volunteers to assist with maintenance as required.
* (Refer to installer’s recommendations as regards the above requirements.)

**COACHING CONVENOR**

**Responsibilities:** To oversee a club coaching programme which allows members of all skill levels the opportunity to improve their bowling capability and better achieve their potential

**Reports to:** President or nominated board member

**Principal Duties:**

* Identify and train at least one person as a backup
* To chair meetings of the club coaching committee.
* (The club coaching committee shall comprise all qualified coaches and instructors).
* The club coaching committee shall be responsible for establishing and maintaining a club coaching programme including:-

Winter and early season training sessions

* Developing a club programme suitable for the various skill levels and experience of club members.
* Organise and co-ordinate the club coaching team to service the needs of new and existing members and teams.
* Liaise with the Centre Director of Coaching regarding new coach and refresher training programmes and encourage new coach attendance and development pathway
* Seek executive approval for expenditure
* Communicate to members (including via website) on the coaching opportunities and resources available
* In consultation with the Membership Convenor, organize coaching support as appropriate for youth bowls, organised casual bowls events and other various recruitment initiatives
* Arrange the purchase of and manage and maintain the club’s coaching resources (bowls/cameras/computers/mats/flapjacks/discs etc) and recommend funding applications as necessary.