



Werribee Bowls Club Inc.

Executive Board & Bowls Committee

Roles & Responsibilities 2021/22

*To be read in conjunction with the
Constitution of the Werribee Bowls Club Inc.





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1. Introduction

The Board of Directors is elected in accordance with the Werribee Bowls Club Inc. Constitution and consists of an Executive Board and a Bowls Committee that govern Werribee Bowls Club.

The purpose of this document is to provide details as to the roles and responsibilities of the various positions.

2. Key Behaviours

Executive Board & Bowls Committee Members must agree to:

- Provide a current Police Check
- Lead by example and act in accordance with the Club Code of Conduct at all times.
- Be committed to the implementation of the Werribee Bowls Club 2020-2025 Strategic Plan.
- Have a positive attitude and work collaboratively within the team environment of the Board/Bowls Committee. We are One Club – One Team working to ensure the long term sustainability of the Club.
- Actively participate and support both Club and Bowls Victoria initiatives.
- Promote the Club in a positive manner.

3. Vision & Mission Statements

3.1 Vision Statement

To be the Club of preference for bowlers in the West

3.1 Mission Statement

To provide a quality bowls experience in a safe, inclusive and welcoming atmosphere

4. Organisation Structures

4.1 Executive Board

Refer Schedule 1

4.2 Bowls Committee

Refer Schedule 1



5. Executive Board – Roles & Responsibilities

5.1 President

The President is primarily responsible for ensuring the Club sets and meets its goals and objectives, and is administered according to the Club's Constitution policies and procedures.

Responsibilities

The general responsibilities of the President are wide and varied and may include but certainly not limited to the following responsibilities:

Knowledge

To successfully undertake the role of President the role requires the person:

- To be well informed of all Club activities, especially those of all sub committees
- To have a good working knowledge of the Constitution, Club Rules and By Laws, Club Policies, Operating Documents and Procedures as well as the duties of all office holders
- To have a Strong understanding of the legal and compliance obligations of running the Club

Governance

Key governance responsibilities include ensuring the Club:

- Defines and documents the Club's culture and behaviours and continually communicates them to members, players, coaches, supporters and volunteers
- Has clearly defined goals and objectives, documented strategies and implementation plans on how they will be achieved
- Implements strong financial controls to protect the cash and assets of the Club as well as the volunteers handling the cash
- Ensure the Board receive regular and accurate financial reporting, budgets and cash flow projections
- Ensure compliance and statutory obligations are met
- Ensure compliance with Occupational, Health and Safety rules and regulations
- Ensure all complaints and disputes are immediately investigated and responded to according to Club policies and procedures
- Regularly reviews all Club roles, position descriptions or terms of references
- That all activities are documented in operations manuals, policies and procedures
- Volunteers are trained and supported throughout the year to undertake their roles successfully

Meetings, Communication and Key Relationships

Running meetings and communicating to stakeholders are the core responsibilities of the Club President who is expected to:

- In conjunction with the Secretary set the agenda for each Board, general meeting and the Clubs Annual General Meeting
- Chair all Board meetings
- Chair the Annual General Meeting
- Act as a spokesperson for the Club and represent it locally, regionally and nationally as required
- Regularly liaise with sub committees to ensure they receive assistance and support as and when required
- Ensure that all sub-committees regularly report to the Board
- Liaise with all relevant stakeholders
- Ensure committee members, team manager and coaches fulfil their responsibilities to the Club
- Ensure that key stakeholder relationships of the Club are maintained and nurtured

Werribee Bowls Club Inc.

Executive Board & Bowls Committee – Roles & Responsibilities 2021/22



Requirements

The President is expected to:

- Act in the best interest of the members at all times
- Attend all Board meetings
- Undertake the role in good faith and honesty. If at any stage the President becomes aware of a personal conflict of interest, real or perceived between themselves and the Club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other Board members.

End of Year Hand Over

Updating key documents

At the end of each year a key activity of the President is to review and revise their Position Description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the Club Secretary prior to the Annual General Meeting each year.

Induction of the Incoming President

An important responsibility of outgoing President is to train, mentor and support the incoming President.

Essential Skills and Requirements

The President must:

- Be a dedicated Club person with both strong leadership and interpersonal skills
- Have a working knowledge of the Clubs Strategic Plan
- Possess a working knowledge of the rules of the Club and the duties of all office holders and subcommittees
- Possess basic computer skills
- Maintain confidentiality as required
- Be a supportive leader for all members
- Chair Board meetings
- Hold or willing to apply for a current Volunteer “Working with Children” check (if legally required)
- Be well informed of all other tasks — handle bookings and entries, respond to general duties as directed by the Club
- Oversee organisational activities
- Possess a good understanding of the sporting and competition requirements at local, regional and higher levels.
- Be unbiased and impartial on all issues
- Be receptive to change

The estimated time commitment required as the President as a guide is approx. 20 hours per week.

5.2 Vice President

The role of Vice President is to work closely with and support the Club President. The Vice President will undertake the duties and responsibilities of the President (as per 4.1) should the President become unavailable for any reason. (In accordance with Club Rules).

Responsibilities

The general role of the Vice President is to support the President, assisting them to fulfil their responsibilities.

Knowledge

To successfully undertake the role of Vice President the role requires the person:

- To be well informed of all Club activities, especially those of all sub committees
- Have a good working knowledge of the Constitution, Club Rules and By Laws, Club Policies, Operating Documents and Procedures as well as the duties of all office holders
- Strong understanding of the legal and compliance obligations of running the Club

Werribee Bowls Club Inc.

Executive Board & Bowls Committee – Roles & Responsibilities 2021/22



Meetings, Communication and Key Relationships

In the absence of the President, the Vice President will:

- Chair Board meetings
- Chair the Annual General Meeting
- Act as a spokesperson for the Club and represent it locally, regionally and nationally as required
- Ensure that all responsibilities of the President are undertaken

Requirements

The Vice President is expected to:

- Act in the best interest of the members at all times
- Attend all Board meetings
- Undertake the role in good faith and honesty

If at any stage the Vice President becomes aware of a personal conflict of interest, real or perceived between themselves and the Club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other Board members.

End of Year Hand Over

Updating Key Documents

At the end of each year a key activity of the Vice President will be to review and revise their Position Description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the Club Secretary prior to the Annual General Meeting each year.

Induction of the incoming Vice President

An important responsibility of outgoing Vice President is to train, mentor and support the incoming Vice President.

Essential Skills and Requirements

The Vice President must:

- Be a dedicated Club person with both strong leadership and interpersonal skills
- Hold or willing to apply for a current Volunteer “Working with Children” check (if legally required)
- Possess basic computer skills
- Communicate effectively
- Be a Team player
- Be able to maintain confidentiality
- Be well informed of all other tasks — handle bookings and entries, respond to general duties as directed by the Club
- Oversee organisational activities
- Be aware of the future directions and plans of members
- Have a good working knowledge of the Rules of the Club and the duties of all office holders and sub-committees
- Be a supportive leader for all members
- Be able to chair Board or executive meetings
- Possess a good understanding of league requirements at local, regional and higher levels
- Be unbiased and impartial on all issues
- Be receptive to change

The estimated time commitment required as a guide for the Vice President is 10 hours per week



5.3 Treasurer

The Treasurer is responsible for ensuring the Board has the ability to manage the financial affairs of the Club and is responsible for protection of the Club's cash, assets and the volunteers who handle them, ensuring the collection of all revenues and payment of all financial obligations.

The Treasurer must also ensure that all financial transactions are recorded in the Club's accounts and is responsible for the Club's financial reports for presentation to the Board, the members at the Annual General Meeting, as well as complying with all financial reporting obligations contained in the Club Rules and the Incorporated Associations legislation.

Responsibilities

Empowering the Board to Manage the Financial Affairs of the Club

- Preparing the Club budget and cash flow projection at the start of the year for review and sign off by the Board
- Recording all financial transactions in the Clubs accounting system as well as maintaining a list of Club assets and liabilities.
- Comparing actual financial results of a given period to budgets for the same period and provide explanations for any variances for the Board to review and take action in a timely manner
- Providing monthly profit and loss reports and balance sheet to the Board each month (generally presented at each Board meeting)
- Providing a list of payments for the previous month to the Board at each Board meeting
- Providing a list of revenues outstanding and payments to be made to the Board at each Board meeting
- Maintain records of Victorian Government and community grant programs.

Protect the Club's Assets, Cash and the Volunteers who manage them

- Implementing financial management procedures which protect both the Club's funds and assets and the volunteers who handle them
- Control the Club bank account(s), ensuring only those authorised are bank account signatories
- Ensure as many payments as possible are undertaken via Electronic Funds Transfer (requiring two signatories before payments can be made)
- Ensure ample change is on hand
- Ensure as much revenue as possible is collected using online payments
- Ensure all approved expenditure is paid as and when it falls due
- Ensure all moneys due to the Club are collected
- Maintain petty cash register by recording all transactions
- Liaise with Club Administrator

Financial Reporting

- Prepare and circulate monthly financial reports to Board members two days prior to the scheduled meeting.
- Where an audit or review is required ensure it is completed in time for the financial reports to be presented to members at the Annual General Meeting
- Produce the financial report to members to be presented at the Annual General Meeting
- Undertake all legislatively required reporting and submissions
- Write grant applications in support of funding requirements
- Liaise with external bookkeeper and auditor

Essential Skills

- Financial accounting or book keeping experience preferred
- Intermediate Computer skills
- Enthusiastic and well organised
- Ability to keep concise financial records in the Clubs accounting system
- Ability to allocate regular time periods to maintain the financial records of the Club
- Diligent with receipts and money
- Ability to work in a logical and orderly manner
- Honest and trustworthy



Requirements

The Treasurer is expected to:

- Act in the best interest of the members at all times
- Attend all Committee meetings
- Undertake the role in good faith and honesty

If at any stage the Treasurer becomes aware of a personal conflict of interest, real or perceived between themselves and the Club, they should immediately notify the Club President who will immediately inform all other committee members.

End of Year Hand Over

Updating key documents

At the end of each year a key activity of the Treasurer will be to review and revise their Position Description and any other Policies and Procedures for which they are responsible to ensure they continue to reflect the requirements of the role. The updated Position Description and other documents must be provided to the Club Secretary prior to the Annual General Meeting each year.

Induction of the incoming Treasurer

An important responsibility of outgoing Treasurer is to train, mentor and support the incoming Treasurer.

The estimated time commitment required as the Treasurer is up to XX hours per week.

5.4 Secretary

The key responsibilities of the Secretary are to be conversant with the Club Constitution, Rules, By Laws, Policies and Procedures and operating documents together with the Club's statutory, legal and compliance obligations and ensure the Club is run according to these core requirements at all times.

The Club Secretary is generally the Clubs nominated representative for the purposes of complying with the Incorporated Associations Act.

The Secretary is also the Club Officer responsible for managing, collecting, reviewing and disseminating the Club's information and knowledge (e.g. Policies and Procedures, Position Descriptions etc.). The Secretary is responsible for collecting all the key Club information created and used during the year and previous years and should co-ordinate the handover of the information and knowledge to the incoming Board and relevant volunteers.

Responsibilities

The Secretary is responsible for the administrative tasks of the Club including:

Legislative Responsibilities

The Secretary will also act as the "Public Officer" of the Club so generally becomes the Clubs nominated Secretary under the Incorporated Associations Act and as such is responsible for:

- Notifying the relevant government body of their appointment
- Lodging on behalf of the Club all reports and notices as required by the relevant Incorporated Associations Act.
- Maintaining the Clubs membership database

Werribee Bowls Club Inc.

Executive Board & Bowls Committee – Roles & Responsibilities 2021/22



Meetings

- In conjunction with the President, schedule all Board meetings and general meetings (including the Annual General Meeting) as early as possible
- Prepare and circulate, at least 4 days prior to each Board meeting the agenda, supporting reports and any other information required to be considered by the Board
- Take the meeting Minutes of each Board and general meeting, circulating them within 7 days of the meeting to relevant people.
- Prepare and circulate according to the Club Rules, the notice convening the Annual General Meeting, ensuring all members are invited.
- If there are special resolutions to be considered at a general meeting, ensure the special notification requirements under the Club Rules are met.
- Maintain the minute book of Club Board and general meetings, ensuring the minutes of each meeting are signed by the President confirming they are a true and correct reflection of the meeting

Player and Team Administration

- Ensure that BowlsLink is updated and maintained at all times.
- Enter teams in their relevant competitions
- Book venues for training and match day competitions
- Ensure all players are registered and cleared to play in their nominated teams
- Co-ordinate all player and coach clearances and transfers

Communication

- Handle all general Club correspondence, responding to any correspondence in a professional and timely manner
- Be the Clubs point of contact for key stakeholders including, local council, local association and peak sports bodies.
- Oversee and co-ordinate the Club's Communication Strategy including its website, TeamApp and social media platforms
- Responsible for and reporting to the Board for the maintenance of the Club website and social media mediums
- Ensure the Website and Team App contains up to date information on activities relating to the Club.
- Actively promote the Club and events on social media and local newspaper.
- Ensure cross training for backup purposes.

Knowledge Management

- Maintain a register of the latest version of all Club documentation including but not limited to the Club Rules, all Policies and Procedures, By Laws, Position Descriptions, Sub-Committee Terms of Reference, coach and player development plans etc.
- Maintain a register of all marketing material relating to the Club's activities (letterhead, logos, posters, brochures etc.)
- Ensure that all volunteers working with children provide the Club with a copy of their current Working with Children Check.
- Co-ordinate the induction training for the incoming committee, sub committees, coaches and volunteers.

Succession Planning

A key responsibility of the Club Secretary is to ensure that at the end of their term a new Secretary is able to be easily recruited. An effective succession planning strategy is to appoint at least one but often multiple Assistant Secretaries who will be delegated tasks and responsibilities of the Secretary.

The Secretary will ensure that when delegating tasks to Assistant Secretaries that:

- Expectations are clearly defined
- The Assistant Secretaries have been adequately trained
- The Secretary provides continual monitoring and support



Requirements

The Secretary is expected to:

- Be a dedicated Club person with strong interpersonal skills
- Possess strong communication skills
- Competent computer skills
- Able to maintain confidence
- Be a team player
- Act in the best interest of the members at all times
- Attend all Board members
- Undertake the role in good faith and honesty
- Hold or willing to apply for a current Volunteer “Working with Children” check (if legally required)

If at any stage the Secretary becomes aware of a personal conflict of interest, real or perceived between themselves and the Club, they should immediately notify the Club President of the conflict who will immediately inform all other committee members.

End of Year Hand Over

Updating key documents

At the end of each year a key activity of the Secretary will be to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be included in the Club information register prior to the Annual General Meeting each year.

Induction of the Incoming Secretary

An important responsibility of the outgoing Secretary is to train, mentor and support the incoming Secretary.

The estimated time commitment required as the Secretary is 20 hours per week during the season.

5.5 Board Member

The role of a Board member is to be a team player who provides support to the President, Secretary (elected by the incoming Board) and other Board members to ensure that the Club sets and meets its goals and objectives and completes all legal and compliance obligations.

Responsibilities

The general responsibilities of duly elected Board members are wide and varied and may include but certainly not limited to the following responsibilities:

Knowledge

To successfully undertake the role of a Board member they should:

- Be well informed of all Club activities, especially those of all sub committees
- Have a good working knowledge of the Constitution, Club Rules and By Laws, Club Policies and Procedures, Club Operating documents as well as the duties of all office holders. Current Club documents are listed on the WBC Website under Operational Documents
- Have an understanding of the legal and compliance obligations of running the Club

Werribee Bowls Club Inc.

Executive Board & Bowls Committee – Roles & Responsibilities 2021/22



Governance

Board members generally contribute to the development, definition and delivery of the following Club activities and responsibilities:

- Culture and behaviours
- Goals and objectives and documented strategies and implementation plans on how they will be achieved
- Identification and formulation of budgets and cash flow projections for the upcoming year
- Ensuring compliance and legislative obligations are met
- Ensure the health and safety of all Club participants and visitors
- Ensure all complaints and disputes are immediately investigated and responded to according to Club Policies and Procedures
- Ensure that volunteers are trained and supported throughout the year to undertake their roles successfully
- Assist the President and Secretary in their duties as required
- Undertake tasks at the request of the President or Board
- Undertake Club portfolios specified by the President or Board members

Participate in Meetings

Attending and actively participating and contributing in Board meetings is a core function of a Board member.

Essential Skills and Requirements

- Be a dedicated Club person who is discreet and able to maintain confidentiality
- Possess competent computer skills
- Able to provide calculated opinion in group discussions at Board meetings
- Be a Team player with an outgoing personality
- Be an effective communicator
- Hold or willing to apply for a current volunteer Working with Children check (if required)

Requirements

Board members are expected to:

- Act in the best interest of the members at all times
- Attend all Board meetings
- Undertake the role in good faith and honesty

If at any stage the Board member becomes aware of a personal conflict of interest, real or perceived between themselves and the Club, they should immediately notify the President of the conflict who will immediately inform all other Board members.

End of Year Hand Over

Updating key documents

At the end of each year a key activity of each Board member will be to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the Club Secretary prior to the Annual General Meeting each year.

Induction of the Incoming Board Members

An important responsibility of outgoing Board members is to train, mentor and support the incoming Board members.

The estimated time commitment required as a Board Member as a guide is 5-10 hours per month.



5.6 Greens Director

The Greens Director is responsible for ensuring that all greens are at the required standard for Pennant play as required by Bowls Victoria.

The Board shall have the power to appoint a Greens Director who shall have full control and supervision of the greens including the power to prevent play at any time. Notice displayed by the Greens Director at the Clubhouse shall be sufficient.

The Greens Director shall form a maintenance team which shall be empowered to assist the Greens Director in the exercise of his duty to maintain the greens and surrounds in optimum condition and use considering all the conditions at the time of the year.

In the absence of the Greens Director the Manager of the day's event shall be delegated the authority of the Greens Director.

The Greenkeeper shall be directly responsible to the Greens Director who shall direct the Greenkeeper in his duties.

The Greens Director shall report to the Board at each meeting on the conditions of the greens and on all matters relevant to the greens, equipment and surrounds.

The Greens Director is authorised to arrange the purchase of minor items up to the value of \$500.00 as authorised by the Board in order to undertake incidental maintenance of machinery, equipment and surrounds without seeking prior Board approval subject to normal acquittal requirements.

The direction of play, days and times of day when play is permitted shall be approved and posted on the noticeboard by the Greens Director or his delegate.



6. Bowls Committee

6.1 Charter of Operations

The purpose of this document is to provide clarity of terms of reference regarding the Werribee Bowls Club Inc. (the Club) Bowls Committee member's responsibilities and Club expectations.

The Club shall appoint a Bowls Committee, accountable to the Board of Management for the conduct of all Bowls activities including Pennant, Social, Club Championships, Community Bowls, and other Special Events as approved by the Club Board, the Greens Director and other Activity Coordinators. The Committee plays an integral role in achieving the Vision, Purpose and Strategies of the Club.

Members of the Committee must be Full or Life Members. Only Full and Life Members are eligible to have voting rights to elect members of the Bowls Committee.

Special Meetings of the Committee may be convened by the Chairperson or by any three members of the Committee.

Fifty percent (50%) of the members of the Committee constitute a quorum for the transaction of business of a meeting of the Committee. No business is to be transacted unless a quorum is present, and if within half an hour of the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to the same place, day, and time in the following week.

Each member present at a meeting of the Committee is entitled to one vote and, in the event of equality of votes, the Chairperson may exercise a casting vote.

Questions arising at a meeting shall be determined on a show of hands or, if demanded by a member, by a poll taken in such a manner as the Chairperson presiding at the meeting may determine.

Committee Objectives

- To promote, oversee, organise and operate the Bowls activities and events of the Club in accordance with the Club Constitution, Regulations, Policies and Procedures and in compliance with the Bowls Victoria Rules for Competition.
- To ensure the various Bowls Match Sub-Committees are performing as required in accordance with the Constitution and Regulations.
- To ensure the Club has sufficient volunteers to cover the bowls requirements for umpiring, coaching and bowls activities where required.

Gender Equity

- It is to be understood that it will not always be possible to achieve equal gender representation on the Werribee Bowls Club Committee or indeed any of its Sub-Committees, however, each Committee will be strongly encouraged to have equal representation of each gender on the Committee.

Bowls Committee Authority & Extent of Accountability

- The Werribee Bowls Club Board has overall responsibility for governance and shall prescribe responsibilities and principles in the by-laws and policies manual of the Club. However, each subsequent Committee has the responsibility to use these principles to measure its performance.
- The Committee is accountable to the Club Board for its activities.
- The responsibility to amend and/or change of dates of events when necessary should any conflict occur and engage the Board for guidance on any changes.
- The Committee can co-opt any financial member to assist in conducting Tournaments/Events, but a final decision on any matter within the duties shall rest with the Bowls Committee.
- The Committee is required to abide by the Club Constitution, rules, policies and procedures in accordance with Club Regulations and Bowls Victoria Rules for Competition.



6.2 Roles & Responsibilities

6.2.1 Chairperson

Chair all meetings of the Bowls Committee to regulate and keep order at all proceedings and to carry into effect the Club Constitution, Regulations, Rules, Policies and Procedures.

- Possess a sound working knowledge of the Club Constitution, Regulations, Rules, Policies and Procedures.
- The Club's Board has overall responsibility for governance and shall prescribe responsibilities and principles in the By-Laws and Policies Manual of the Club. Subsequently each Committee has the responsibility of using these principles to measure its performance.
- Undertake key governance responsibilities i.e. know the duties of the Committee and its purpose, exercise effective control, behave with integrity, be open, transparent and accountable.
- Provide regular updates to the Board on all activities including the Werribee Bowls Club Annual report of the Bowls Committee.
- Accountable for ensuring championship events are completed professionally and timely to comply with Bowls Victoria Rules and Guidelines.
- Accountable for ensuring all tournament activities are meeting set timelines.
- Ensure dissemination of information to members and the public where appropriate.

6.2.2 Secretary

The duties of the secretary shall be:

- To attend all meetings of the Bowls Committee and to record minutes of all meetings.

Note – the following duties are that of the Bowls Club Secretary

- To deal with the relevant Affiliated Associations on all current matters related to Pennant and Championship competitions.
- Record and report all relevant correspondence to the Bowls Committee.
- To ensure that all new and current members are provided with appropriate information and material on an ongoing basis.

6.2.3 Committee

- The Committee is made up of four elected members
- The Committee is to report to the Club Board monthly on all activities and events undertaken by the Committee.
- The Committee is to work as a team to ensure adequate members are available to cover all operational, nominated, social and community events.
- The Committee is to develop an annual fixture of all Club events and ensure all entry forms, procedures for the event, Conditions of Entry, the draws for events are undertaken, determine the starting times and handicaps for competing members so that the conduct of all events is carried out in accordance with Bowls Victoria Rules of Competition.
- Disseminate any changes of rules of play to the members.
- The Committee is to encourage as much member participation as possible in all events.
- To receive reports from the sub-committees for presentation to the Board.
- The Committee is required to meet on a monthly basis (or otherwise as required) and to ensure that Club Championship events are run in a professional and timely manner, under the Bowls Victoria Rules of Competition and conditions that create optimal opportunity for winning members to proceed to regional and state events.
- Assist in the production of the Bowls Club Annual Program.
- The Committee is to liaise with the catering Team Leader in relation to Club Tournaments/Events.
- Review and recommend entry fees to all Club competitions and advise the Board.
- The Committee is to update the Club noticeboard and social media (as appropriate) with relevant match information and liaise with the Social Media Administrator for communication and publicity purposes.
- Ensure all new members are provided with appropriate information and material and integrated into the Club
- Ensure compliance of all obligations in relation to health and safety for all participants, volunteers and visitors.



6.2.4 Tournament Coordinator

- Convene a meeting with each of the Tournament sub-committees to discuss the year's program.
- Undertake all administration relating to the method of determining the winners of each tournament/event.
- Ascertain from the Sponsorship Officer (Board position) confirmation of the names of sponsors and prize monies available.
- Draft, finalise, and arrange for circulation of all tournament details outlining acceptance and payment details.
- Confirm the availability of Umpires and other officials required to ensure the professional success of a tournament.
- Co-ordinate tournament events to be inserted into the Bowls Program.
- Co-ordinate with Bowls Committee and Greens Director to ensure greens availability and no clash with dates and times with posting of programs on the noticeboard and social media to ensure that bowlers can register to play.
- Ensure flyers are made available for electronic distribution (internally, other Clubs and Bowls Victoria) with a copy provided to the Social Media Administrator for promotional purposes.
- Prepare an approximate financial analysis of an event, including entry fees, raffle, catering to ensure that there is no risk of financial loss and provide a copy of same to the Bowls Committee Treasurer.
- Provide the Club Secretary with participation numbers on completion of the event.
- Arrange invitations and guest lists for "special" days.
- Organise raffle and sale of tickets.

6.2.5 Selection Committee/s

- To consider every player on their current merit.
- To select current committed and/or best players in pennant level order.
- Endeavour to ensure that teams are performing at least equal to the previous year's performance.
- Strive to win.
- Have a consistent approach to selection.
- Use coaches to meet objectives.
- Allocate a committee member to upload teams onto TeamApp for both Midweek and Weekend pennant teams.

6.2.6 Club Championship Coordinators

- Ensure that all Club Championship games are conducted in accordance with Bowls Victoria Rules of Competition.
- Overall responsibility for the administration of Club Championship events.
- Ensure that participants are either a full member, life or junior member.
- Co-ordinate events to be inserted into the Bowls Program to ensure that there is no clash in dates and times.
- Prepare a program/enrolment list for each event.
- Provide the Club Secretary with participation numbers on completion of the event.

6.2.7 Bowls Committee Records

The Bowls Committee is responsible to provide accurate and sufficient information of numbers of persons participating to the Club Secretary for statistical purposes as soon as practical after each event for the following:

<i>Event</i>	<i>Responsible Persons</i>
Winners and Runners Up Championship events	Bowls Committee
Tuesday Social day attendances	Anna Heale/Lorraine Turner
Saturday Social day attendances	TBC
Turkey Triples attendances	Barry Harbottle/ Steve Sanderson/Neville Hopkins
Twilight Bowls attendances	Gary Boddington
Schools Programs	Lesley Robinson
Barefoot Bowls	Club Diary – Graham McKinnon
Community Bowls Programs	Bowls Committee
Sponsored Tournaments	Bowls Committee



6.2.8 Social Bowls Coordinators

- Responsible for reporting to the Committee for the organisation of social bowls programs.
- Social Media Administrator to be provided with relevant information to promotional purposes.
- Arrange assistance from Club members as required to each event.
- All monies collected for social bowls to be processed in accordance with Club Treasurer's procedures.
- Provide the Club Secretary with participation numbers on completion of the event.

6.2.9 Community Bowls Coordinator

- Co-ordinate and manage items 1-3 of the Werribee Bowls Clubs 2017-2022 Strategic Participation Strategy.
- Liaise with Wyndham Council, Bowls Victoria and Bowls Australia to actively promote the Club and its activities.
- Provide the Club Secretary with participation numbers on completion of the event.

6.2.10 Document Review

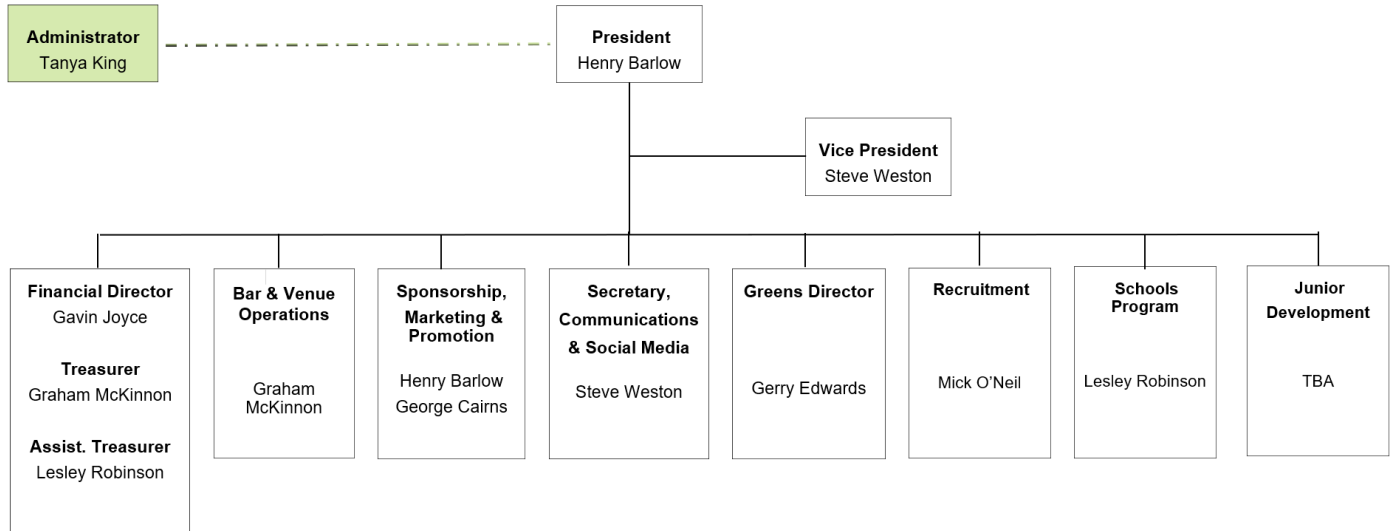
This Charter will be reviewed annually by the Bowls Committee 4 weeks prior to the Annual General Meeting or between times as appropriate.

6.2.11 Reference Sources

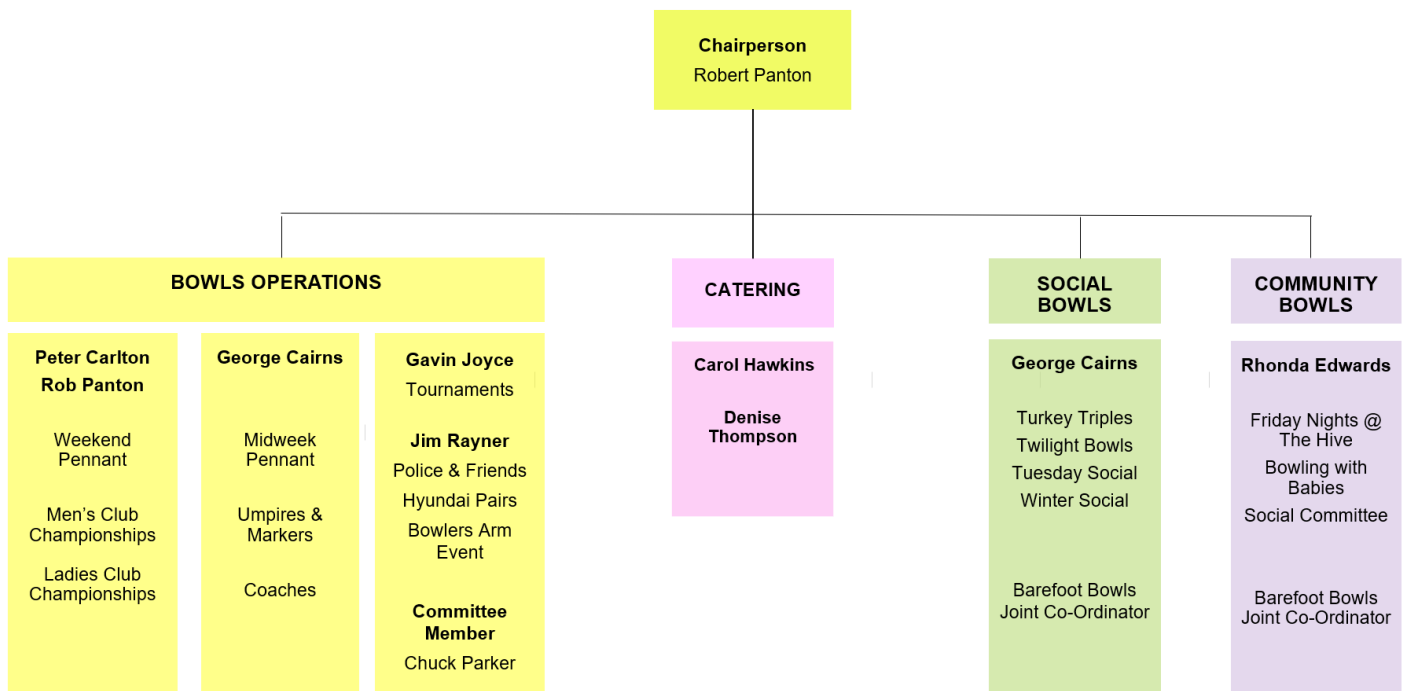
- [Werribee Bowls Club Strategic Plan 2020-2025](#)
- [Werribee Bowls Club Operating Documents](#)
- [Bowls Australia – Sports Community Position Descriptions](#)

Schedule 1. Organisation Structure

Werribee Bowls Club – Executive Board Organisation Structure 2021/2022



Werribee Bowls Club – Bowls Committee Organisation Structure 2021/2022



Werribee Bowls Club Inc.

Executive Board & Bowls Committee – Roles & Responsibilities 2021/22



NOTES

