



COMMITTEE Roles and Responsibilities

To be read in conjunction with the Club Constitution

The Executive Committee of the Inverleigh Bowls Club consists of:

- President,
 - Vice President,
 - Secretary,
 - Treasurer,
 - Assistant Secretary
 - Social Coordinator
 - Bowls Coordinator
-
- Nominations for these positions and nominations for the positions of representatives to represent the Club on the Geelong Bowls Region Association shall be in writing signed by the candidate and his proposer and his seconder and lodged with the Secretary not less than seven days before the date fixed for the Annual General Meeting.
 - All retiring officers shall be eligible for re-election
 - If there are insufficient nominations submitted to the Secretary, nominations will be taken from the floor during the meeting
 - The Management Committee shall meet at least as often is required for transaction of the business of the Club.
 - The Secretary shall give at least seven days notice of all Extraordinary Committee Meetings to all Members of the Committee.
 - The President, or Vice President, or in their absence one of the Committee shall chair Committee meetings.
 - Should any Member of the Committee fail to attend three consecutive meetings without leave or apology delivered at or prior to the meetings, they shall thereupon cease to be a Member of the Committee.

Resignation

No office bearer or other officer of the Club shall be held to have resigned his office until their resignation in writing shall have been accepted by the Executive Committee.

Vacancies

The Executive Committee shall have power should a vacancy occur in their number, to fill such vacancy for the unexpired term, from the Members of the Club qualified to accept office.

Powers and Functions

The Committee shall have power to:

- Select Sub-Committees, fill vacancies, make appointments, make laws in conformity with the rules of the Club, and do all such acts and things that it deems advisable for carrying out and managing the business and affairs of the Club.
- On the authority of the Annual General Meeting or of a Special General Meeting of the Club to impose membership levies on the Members.
- Deal with resignations of Members which must be submitted in writing.
- Interpret the rules, laws of the Club, with the interpretations of the Executive Committee being final.

Document Date: 1/7/23

Review Date: 30/6/25

- Carry out all resolutions passed at an Annual General Meeting or Special General Meeting of the Club.
- Enforce discipline for any misconduct or wilful infringement of the rules and Inverleigh Bowls Club Constitution
- Deal with any other matters which may arise but are not specifically provided for in the rules of the Club
- Ensure correct accounts and books are kept, showing the financial affairs of the Club.
- Authorize all expenditure and dealing with monies received for on behalf of the Club.

Duties of Officers and Committee Members

President

To preside at all meetings, to regulate and keep order in all proceedings and carry into effect the rules and laws of the Club

Secretary

- Attend all meetings of the Executive Committee and of General Meetings of the Club.
- To record the minutes
- To conduct all correspondence relating to the general business of the Club
- To keep a register of the Club Members including address and contact details.

Treasurer

- To receive all monies to the fund of the Club and within a reasonable time to deposit such monies in the appropriate IBC account.
- To pay all approved accounts
- To keep correct accounts of all monies received and general expenses.
- To prepare and submit financial statements to annual and general committee meetings
- To keep an accurate and up to date record of payments of Membership fees and relevant dates of each Member for the current year

Bowls Coordinator

- 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 member, Social Affiliated 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.

Greens Keeper

- The keeper shall have full control and supervision of the playing area and power to prevent play at any time when it is considered the playing area may be consequently damaged. No Member shall be allowed to play on the playing area unless wearing smooth rubber soled or heelless shoes.
- In the absence of the Keeper or assistant Keeper, any two of the Executive Committee, on the advice of the Green Keeper shall have power to prevent play at

Document Date: 1/7/23

Review Date: 30/6/25

any time.

Duties of GBR Delegates

- The Delegates to the GBR or other Association controlling the game of bowls shall be elected by the Annual General Meeting.
- Any delegate absenting himself/herself from two consecutive meetings of the GBR without good and valid reasoning to the satisfaction of the Executive Committee shall be deemed to have vacated their office.
- The Executive Committee shall have power to fill any vacancy.

Indemnity of Officers

If the Secretary or Treasurer has paid or is liable to pay money for any act, default or omission of any other person, such money shall be refunded by the Club or paid by the Club.

Committee members agree to:

- Lead by example and Act in accordance with the Inverleigh Bowls Club Code of Conduct.
- Have a positive attitude and work collaboratively within the team environment ensure to the long-term sustainability of the Club.
- Actively participate and support both Club and Bowls Victoria initiatives.
- Promote the club in a positive manner.