

**West Pennant Hills Sports Club
Men's Bowls Section**

DUTIES OF ELECTED COMMITTEE & SUBCOMMITTEES*

1) INDIVIDUAL RESPONSIBILITIES OF EACH MEMBER OF THE MANAGEMENT COMMITTEE

a) Duties of the President

- i) The President shall preside at all meetings (except sub-committee meetings). He is, ex officio, a member of all sub-committees. He shall nominate candidates for all sub-committee positions, which shall be appointed by the Management Committee.

b) Duties of the Vice-President

- i) Shall assist the President in the performance of his duties whenever called upon to do so, and preside over the committee meetings in the absence of the President.

c) Duties of the Secretary

- i) The Secretary shall carry out all duties and instructions which the Management Committee shall direct.
- ii) He shall convene and attend all meetings of the Management Committee and of members; taking minutes of the business transacted and shall record and distribute copies of the minutes accordingly.
- iii) He shall conduct, keep and produce the correspondence in connection with the Men's Section.
- iv) He shall post on the notice board all notices required to be posted either by this constitution, the Regulations or as directed by the Management Committee.
- v) He shall generally perform and carry out all duties pertaining to the office of Secretary for the benefit of the Men's Section and well-being of its members.

d) Duties of the Treasurer

- i) The Treasurer shall collect all green fees and levies, and other moneys on account of the Men's Section and his receipt shall be sufficient discharge to the person paying the same, and shall carry out such other duties, as the Management Committee shall direct.
- ii) All moneys shall be received and delivered to the Sports Club Administration office for banking as soon as practicable.
- iii) He shall, in consultation with the Sports Club Administration assist in the provision of correct accounts and records showing the financial affairs of the Men's Section.
- iv) He shall submit to each monthly meeting of the Management Committee a full and complete statement of all moneys received and disbursed on behalf of the Men's Section.
- v) He shall control and disburse minor expenses from monies collected on bowls days.
- vi) All other disbursements attributable to the Men's Section, after approval by appropriate office bearers, shall be referred to the Sports Club Administration office for payment by the Sports Club.

e) Duties of the Bowls Co-ordinator

- i) In association with the Match Committee, set out the program of club competitions for the year. This includes mixed championships in consultation with the Women's Section.
- ii) Assist in the arrangement of competitions and Pennant matches.
- iii) Notify players in internal & external competitions of changes of times or dates.
- iv) Post on notice board all forms and notices, apart from those under the responsibility of the Secretary.
- v) Furnish match results to media and/or recorders.
- vi) Keep club competition sheets on notice board up to date.
- vii) Each playing day call the games cards prior to play.

f) Duties of the Chairman of Selectors and the Composition of the Selection Panel:

- i) Select teams for Royal New South Wales Bowling Association/Zone 10 fixtures (e.g. Pennants) and any other competitive fixtures where the Men's Section is to be represented.
- ii) Select social bowls teams and games.
- iii) Maintain selection records.

- iv) Maintain a record of members playing Pennants.
- v) Ensure individuals and/or team captains confirm availability of selected players in team events.
- vi) Keep Pennant competition sheets on notice board up to date.
- vii) The composition of the Selection Panel of at least five (5) members may be split in to sub-selection panels as may be the wish of the Management Committee.

g) Duties of the Chairman of Umpires

- i) Ensure that umpires are made available to officiate during club championships, Royal New South Wales Bowling Association/Zone 10 fixtures (e.g. Pennants) and any other competitive fixtures held at West Pennant Hills Sports Club in consultation with the Bowls Co-ordinator.

2) SUBCOMMITTEES

At its first meeting after election the Management Committee shall appoint from the President's nominees sub-committee chairmen and assistants for the following:

a) Greens Committee

- i) will liaise with the Greens Director of the Sports Club or his/her deputy, concerning requirements in respect of the greens and surrounds and report on all discussions to the Management Committee.
- ii) will, in consultation with the Greenkeeper, have the power to prevent play on any green, at any time, prior to commencement of play.
- iii) The Greens Committee should also be consulted if weather conditions or other factors may render a green or greens to be in a condition unfit for play during the course of a game

b) Match Committee (also referred to as the Controlling Body)

- i) will consist of;
 - (a) The Bowls Coordinator who will be the Chairman.
 - (b) Two members of the Management Committee, one to be a member of the Greens Committee
 - (c) The Chairman of the Selectors
 - (d) The Chairman of the Umpires or an appointed delegate umpire.
- ii) who will control all Club competitions, entries, handicaps, draws and playing dates, also if not otherwise provided for, all competitions and events played on the Club's Greens.
- iii) Will present annually to the Management Committee for approval, a Program, and Conditions of Play for the following year.
- iv) Will have the power to prevent play on any green, at any time, prior to commencement of play, after which time, control passes to the umpire and the Controlling Body of the day.

c) Mixed Bowls Committee

- i) Will comprise of two representatives of the Men's Section and two representatives of the Women's Section who will co-ordinate special mixed events held on public holidays and any other mixed events as they present themselves. This does not include the administration of mixed championships.

d) General Duties Committee

- i) Will comprise of individual areas of importance to the successful administration of the Men's Section including;
 - (a) Welfare Officer
 - (b) Corporate
 - (c) Communications
 - (d) Membership
 - (e) Sponsorship and Fundraising

e) Other subcommittees/panels may be nominated as required.