

**DUTIES OF ELECTED
or
APPOINTED OFFICERS AND COMMITTEES
of the
ARMADALE BOWLS CLUB @ SOUTH CAULFIELD
ARMADALE BOWLS CLUB INC.**

Dated 1st March 2016

(to be read in conjunction with the
Constitution and Rules
of the
Armadales Bowls Club Inc)

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1. DUTIES OF OFFICERS

1.1 President

The duties of the President shall be to preside at Board and Annual or Special General Meetings, to regulate and keep order at all proceedings and to carry into effect the Constitution and Regulations of the Club.

1.2 Vice-President

In the absence of the President or if the President is unable to act, the duties of the Vice- President shall be to preside at Board and Annual or Special General Meetings, to regulate and keep order at all proceedings and to carry into effect the Constitution and Regulations of the Club.

1.3 Honorary Secretary: The duties of the Honorary Secretary shall be:

- (a) To attend all meetings of the Board and Annual or Special General Meetings of the Club, and record minutes of all meetings in a book to be kept for that purpose.
- (b) To conduct all correspondence in connection with the general business of the Club.
- (c) To prepare for submission to the Annual General Meeting of the Club the report of the Board on the activities of the Club during the year.
- (d) To keep a Register of the Members at the Club-house, setting forth the name in full, address, telephone numbers, date of birth and e-mail address of each Member of the Club, such Register to be open for inspection by Members of the Club.
- (e) Except as otherwise provided in this Constitution, to keep in custody or under control all the books, documents and securities of the Club.
- (f) In any other respect, to carry out those duties usually associated with the office of Honorary Secretary
- (g) On resignation or termination of a Member, give notice in writing to the Sandbelt Region.
- (h) In the event that the Secretary is unavailable or unable to carry out the Secretary's duties, the Board shall be entitled to appoint a person to carry out such duties in the interim.

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1.4 Honorary Treasurer: The duties of the Honorary Treasurer shall be:

- (a) To receive all monies belonging to the funds of the Club and, within reasonable time, to deposit or arrange for the deposit of such monies with the Club's bankers.
- (b) To pay all accounts as authorised by the Board.
- (c) To keep correct accounts of all monies received and expended.
- (d) To prepare and submit financial statements to each Board meeting and Annual Meeting.
- (e) To produce a statement of financial transactions and of the financial position of the Club, including the Bank balance at each ordinary Meeting of the Board.
- (f) To prepare and submit financial statements and returns as required by regulatory authorities.
- (g) To keep proper books of accounts which shall be open for the inspection by the Board at any time.
- (h) To provide the financial records of the club to the appointed auditors for annual audit.
- (i) To prepare an annual budget of anticipated income and expenditure for submission and approval of the Board.

2.0 BOWLS COMMITTEE

The Bowls Committee jointly represents the two Bowls Sections known as the Saturday Pennant and Midweek Sections (refer to 20.6(a) in the Constitution)

- (a) The Officers and Committee of the Bowls Committee shall be elected by the Members at the Annual General Meeting of the Club, except for the Tournaments Director who is appointed by the Board, and shall be responsible to the Board for the Management of the day to day running of the Bowls and associated activities, (including the organisation of Social Events, Club Championships and Special Tournaments), arranging rosters and working bees, and to give support to all sub-Committees and appointed Officers, to instigate or assist in various fund-raising activities, to receive reports from sub-Committees for presentation to the Board, and to enter Pennant teams.
- (b) To be eligible for a position on the Bowls Committee, Members must be a financial Affiliated Member or a Life Member.
- (c) Co-opted Members of the Bowls Committee have an entitlement to vote at all meetings of the Bowls Committee. Those who are co-opted have been asked to join to provide advice to Committee Members or, if having less experience, will contribute while learning in this role.

2.1 DUTIES OF OFFICERS OF THE BOWLS COMMITTEE

2.1.1. Bowls Committee Chairman

The duties of the Chairman shall be to preside at Bowls Committee Meetings to regulate and keep order at all proceedings and to carry into effect the Constitution and Regulations of the Club and Association. The Chairman is a Member of the Board of Management.

The Chairman communicates relevant information between the Bowls Committee and the Board.

Details of the functions and responsibilities of the Bowls Committee is contained in a separate document which will be reviewed and kept updated by the Bowls Committee on a regular basis.

2.1.2. Bowls Committee Vice-Chairman

In the absence of the Bowls Committee Chairman or if the Bowls Committee Chairman is unable to act, the duties of the Vice-Chairman shall be to preside at Bowls Committee Meetings to regulate and keep order at all proceedings and to carry into effect the Constitution and Regulations of the Club and Association.

The Vice-Chairman is a Member of the Board of Management.

2.1.3 Bowls Committee Secretary: The duties of the Secretary shall be:

- (a) To attend all meetings of the Bowls Committee and to record minutes of all meetings in a book to be kept for that purpose.
- (b) To deal with the relevant Affiliated Associations on all current matters related to Pennant and Championship competitions.

2.1.4 **Bowls Committee Treasurer:** The duties of the Treasurer shall be:

- (a) On behalf of the Bowls Committee to receive all monies belonging to the funds of the Club, and within a reasonable time arrange for such funds to be banked in the Club's bank account..
- (b) Authorize the spending of monies within a budget as set down by the Board.

5. SELECTION COMMITTEES

- (a) The Committees called the Selection Committees shall comprise five (5) members from the Midweek Pennant players and five (5) members from the Saturday Pennant players and these Committee members shall be elected by the Members at the Annual General Meeting of the Club.
- (b) At the first meeting after their election, the members of each Selection Committee shall elect a Chairman from among themselves.
- (c) The duties of the Selection Committees shall be to arrange and select all teams, and control and manage all Pennant fixtures and practices. The Selection Committees shall arrange for handicapping, when necessary, of all Tournaments
- (d) In the event of any Member or Members of the Selection Committees vacating their position for any reason whatsoever then such vacancy shall be filled by another affiliated Member or Members to be appointed by the relevant Selection Committee.
- (e) Subject to any agreement with the Club Coach, a final decision on any matter within the Selection Committee's power shall rest entirely with the Selection Committee.
- (f) To be eligible for a position on a Selection Committee, Members must be a financial affiliated Member or a Life Member.
- (g) A paid Coach is ineligible to be elected as a Selector.
- (h) It is the responsibility of the Selection Committee to ensure that each new season each Pennant player completes and signs the Form agreeing to playing Pennant and playing where selected.
- (i) The teams selected by the Saturday Pennant Selection Committee shall be finalized and displayed by Wednesday morning prior to Pennant.

(j) The teams selected by the Midweek Pennant Selection Committee shall be finalized and displayed by Thursday morning prior to Pennant.

6. TOURNAMENTS COMMITTEE

- a. All Club Tournaments are to be run by the Tournaments Committee
- b. A Tournaments Director will be appointed by the Board. This role is not eligible for election.
- c. The Tournaments Committee comprises up to 5 representatives .
- d. Others can assist the Committees in running Tournaments without representation on the Tournaments Committee.
- e. The Tournaments Committee will formulate, document and govern the Rules for Club Tournaments.
- f. The Tournaments Director will present the Rules to the Bowls Committee for discussion and adoption prior to publication in the forthcoming years Fixture Book subject to clause (i) below.
- g. Once adopted, responsibility for decision-making regarding disputes, exemptions or any contentious issues arising will be ruled upon by the Tournaments Committee.
- h. The Tournaments Director and Tournaments Committee has the authority to act and make all necessary decisions in relation to the smooth running of all Club Tournaments, based on the adopted Rules.
- i. No further review is required by the Bowls Committee annually if no new rules are proposed.
- j. Any revision to the Tournament Rules recommended by the Bowls Committee must be via their representative to the Tournaments Committee.

7. SUB-COMMITTEES AND APPOINTEES

7.1 Greens Director

- (a) 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.
- (b) The Greens Director shall form a Greens Committee which shall be empowered to assist the Greens Director in the exercise of his duty to maintain the Greens in optimum condition and use.
- (c) In the absence of the Greens Director, a Member of the Greens Committee, if present, or otherwise the Manager of the day's event, shall be delegated the authority of the Greens Director.
- (d) The Green-keeper shall be directly responsible to the Greens Director who shall direct the Green-keeper in his duties.
- (e) The Greens Director shall report to the Board at each meeting on the conditions of the greens and on any other matters relevant to the greens and greens equipment.
- (f) The direction of play, days and times of day when play is permitted for the various classes of member shall be approved and posted on the Notice Board by the Greens Director.

8. ASSOCIATION DELEGATES

- (a) Two (2) delegates shall be appointed by the Board to represent the Club to the Association controlling the game of Bowls and shall attend Association meetings.
- (b) Any delegate absenting themselves from two consecutive meetings of the Association without good and valid reason to the satisfaction of the Board shall be held to have vacated their office.
- (c) The Board shall have power to fill any vacancy.

7. AFFILIATED COMMITTEES

- a) All Committees appointed or elected under Section 20.5 of the Constitution may also be known as Affiliated Committees.