

# Werribee Bowls Club Inc.

## Bowls Committee Charter & Procedures



The purpose of this document is to provide clarity of terms of reference regarding the Werribee Bowls Club (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 Co-ordinators. The Committee plays an integral role in achieving the Vision, Purpose (to be the Club of choice) 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.

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### Committee Behaviours

Committee members agree to:

- Lead by example and Act in accordance with the Club Code of Conduct.
- Have a positive attitude and work collaboratively within the team environment of the 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.

### Key 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.

#### 1. Key Chairperson Roles and Responsibilities

- 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.

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### 2. Key Bowls Committee Vice- Chairperson Responsibilities

- The role of the Vice Chairperson is to generally work closely with the Bowls Committee Chairperson and undertake the duties and responsibilities of the Chairperson if the Chairperson becomes unavailable.
- Have a sound working knowledge of the Club Constitution, Regulations, and Rules, Policies and Procedures as well as the duties of all Bowls Committee office holders.
- Assist the Chairperson to ensure the Bowls Committee undertakes its key governance responsibilities.
- To attend all Bowls Committee meetings.
- To be well informed of all club activities, especially those of all sub committees.
- A strong understanding of legal and compliance obligations of running the Bowls Committee.

### 3. Key Responsibilities of Bowls Committee 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.
- Ensure that Social Media Administrator is provided with relevant input for TeamApp/Social Media in order to continually improve Club communication.

### 4. Key Bowls Committee Treasurer Responsibilities

- The Treasurer is responsible for managing the Bowls Committee financial affairs by the concise recording of all transactions of Bowls operations activities and is to provide a monthly financial overview to the Bowls Committee.
- Bank all monies received from Bowls operations and pay accounts once approved.

### 5. Key Bowls Committee Roles and Responsibilities

- 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.

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### **Key Bowls Committee Roles and Responsibilities cont'd**

- 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. Key Bowls Roles and Tournament Co-Ordinator responsibilities**

- 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.

### **7. Key Responsibilities of the Selection Committees**

- 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.

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### 8. Key Responsibilities of Club Championship Co-Ordinators

- 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.

### 9. 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 event for the following :

<i>Event</i>	<i>Responsible Persons</i>
Winners and runners up Championship events	TBA
Tuesday Social day attendances	Anna Heale/Lorraine Turner
Saturday Social day attendances	TBA
Turkey Triples attendances	Barry Harbottle
Twilight Bowls attendances	Gary Boddington
Schools Programs	Lesley Robinson
Barefoot Bowls	TBA
Community Bowls Programs	TBA
Sponsored Tournaments	TBA

### 10. Social Media Administrator

- Responsible for and reporting to the Committee for the maintenance of the Club Website, Facebook, TeamApp and Twitter mediums.
- Update pennant teams and results each week during the season on Team App.
- 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.

### 11. Social Bowls Co-Ordinators

- 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.

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### 12. Community Bowls Co-Ordinator

- 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.

### 13. Grants Co-Ordinator

Write grant applications in support of funding requirements.

### 14. Document Review

This Charter will be reviewed annually by the Bowls Committee on or about 1 July each year or between times as appropriate.

Next Date of Review: 1/7/2021

Signed: .....

Dated: .....

Position in the Club: Chairperson - Bowls Committee.