

TUGGERANONG VIKINGS BOWLS CLUB

Management Committee Duty Statements

Updated August 2022

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ALL COMMITTEE POSITIONS ARE VOLUNTARY
AND DO NOT ATTRACT ANY PAYMENT OR HONORARIUM

PRESIDENT DUTY STATEMENT

Position is elected annually at the Annual General Meeting with the position having no time frame restrictions.

Requirements

Knowledge of chairing meetings would be beneficial.

Role of President

1. Represent and act as club spokesperson.
2. Overall Club Governance and Administration
3. Responsible for Strategic/Business Planning
4. Chair all meetings tabling a report outlining recent and future events/issues.
5. Liaise with Bowls ACT and attend meetings as the Tuggeranong Vikings Bowls Club appointed delegate.
6. Attend Management Committee Meetings and to be the primary communication channel with Vikings Management.
7. Ensure that administrative actions which flow from meetings are carried out.
8. Be an ex-officio member of all committees with the exception of the Match Selection Committee when selection is taking place.
9. With consultation of committee members review, update or create relevant documentation to ensure Constitution, Policies and Duty Statement are assessed when required.
10. Choose Charity to support for the coming year.
11. Welcome members and guests at Special Competitions/Events.
12. To mark Singles Championship Finals (if a fully qualified marker) and provide drinks with a limit of two drinks per player.

TREASURER DUTY STATEMENT

Position is elected annually at the Annual General Meeting with the position having no time frame restrictions.

Requirements

Knowledge of bookkeeping and accountancy is essential as the Tuggeranong Vikings Bowls Club controls its own finances and bank account.

Role of Treasurer

1. To ensure all income and expenditure is recorded in the club's bookkeeping system (currently Xero).
2. To keep an accurate record of all financial members of the TVBC.
3. To prepare a Monthly Bank Reconciliation Report for presentation at scheduled committee meetings.
4. Provide a detailed report covering income and expenditure at each scheduled committee meeting.
5. Payment of all expenditure ensuring all relevant documentation is obtained and relevant approvals obtained.
6. Process payments by cheque or Electronic Fund Transfer.
7. Ensure the three authorised members of the Management Committee (President, Treasurer and Secretary) have authority to act on behalf of the TVBC with the bank.
8. The ability to prepare accounting records for an Audit ensuring:
 - a) It is completed annually in line with our Constitution;
 - b) A qualified auditor conducts the Audit;
 - c) The auditor has been approved by the Management Committee at the previous Annual General Meeting; and
 - d) A copy of the Financial Statement is forwarded to the Vikings Group annually with a cheque for previous year's green fees.
9. To liaise and consult with Assistant Treasurer the delegation of duties.
10. To assist President with the Strategic/Business Planning of finances
11. To prepare a funding forecast for the current year as well as develop a 5-Year Financial Plan

VICE PRESIDENTS DUTY STATEMENT (1 Female/1 Male)

Positions are elected annually at the Annual General Meeting with the position having no time frame restrictions.

Requirements

Ability to deputise when President unavailable

Role of Vice Presidents

1. Attend monthly Management Committee Meetings
2. Represent the Tuggeranong Vikings Bowls Club at the monthly Vikings Sports Council Meeting, tabling report at subsequent Management Committee Meeting.
3. Liaise with members of Management and Sub-Management Committees if and when required.
4. Assist President when requested.

Additional Roles VP1 (Female)

1. Overall responsible for both Men and Women's Bowls Organisers (social games).
2. To assist President with Strategic/Business Planning
3. Responsible for administration for Corporate/Barefoot bowls bookings including working with Duty Officer (see separate Duty Statement).
4. Responsible for Catering and Functions working closely with Catering Manager and adherence to Catering Manual guidelines.
5. Management of associated Sub-Committees.
6. To ensure all future bar and room bookings are made in a timely manner.

Additional Roles VP2 (Male)

1. To assist President with Strategic/Business Planning
2. Responsible for overall governance of all Club Championships
3. Reporting stream for both Pennant and Selection Committees
4. Responsible for greens accessibility and liaison with Green Keepers
5. Management of associated Sub-Committees

SECRETARY DUTY STATEMENT

Position is elected annually at the Annual General Meeting with the position having no time frame restrictions.

Requirements

Sound computer skills

Role of Secretary

1. Attend and maintain a detailed record of all meetings attended (including Annual General Meeting and Management Committee Meetings).
2. Prepare and distribute previous completed Meeting Minutes and Agenda for each scheduled meeting.
3. Preparation of all paperwork prior to the Annual General Meeting ie: Motions, Nominations Slips, Duty Statements.
4. Forward all emails and correspondence received from Bowls ACT onto the appropriate club member(s).
5. Ensure all relevant correspondence from Bowls ACT is displayed on noticeboard for all members to view.
6. After consultation with the President respond to all correspondence received.
7. Display flyers received from other bowling clubs on noticeboard.
8. Maintain an accurate database of all club members which will include Australian ID Number, telephone, email and personal address details.
9. Ensure that Bowls Link database is up to date at all times with new members being entered promptly.
10. Distribute to new members a Welcome Package consisting of personal letter, club Etiquette sheet, copy of the Constitution, Code of Conduct and annual booklet.
11. Maintain and distribute when required the telephone contact list.
12. Keep members' Confidential Emergency Contact details up to date.
13. Be an authorised signatory for the club as well as have the authority to approve Electronic Fund Transfers with the Treasurer.
14. Complete and forward the Annual Return in a timely manner to Access Canberra.

15. Provide the Vikings Club annually with a list of current members.
16. Preparation of prize-winning envelopes prior to club tournaments.
17. Preparation of envelopes for Club Champions for distribution on Presentation Day.
18. Assist all Management Committee Members as and when required.
19. Preparation and distribution of annual Renewal/ Membership Application Forms as and when required.
20. Ordering of stock when requested
21. To liaise and consult with Assistant Secretary the delegation of duties.
22. To be the Social Media contact for the TVBC.

BOWLS ORGANISERS DUTY STATEMENT (1 Male/1 Female)

Positions are elected annually at the Annual General Meeting with the position having no time frame restrictions.

Requirements

Sound knowledge of all facets of lawn bowls is essential.

Ability to liaise with two Sub-Committees (Match and Selection)

Role of Bowls Organiser

1. Responsible for the day to day running of Social Days including welcoming members, advising of coming internal and external events and other relevant information.
2. Organising of prize money for winning rinks during Social Games.
3. General oversight of Match Sub-Committees on Social Days ensuring all attendance/financial paperwork is accurately completed.
4. Arrange for all collected money during Social Days to be deposited in the post box for banking by the Treasurer.
5. Attend month Management Committee Meetings providing a detailed report on finalised/future events.
6. Male Bowls Organiser is responsible for the ordering and selling of uniform and equipment stock.
7. Male Bowls Organiser to monitor number of bowlers on a social day with the view to cancelling the bar if insufficient numbers to warrant it being opened.
8. To keep the Vice-President (female) up-to-date on requirements of bar bookings and cancellations in a timely manner.
9. To be available to assist the Match Sub-Committee, if required, with club Championships, Tournaments and Special Events.
10. To be available to assist the Match Sub-Committee, if required, with production of the yearly Bowls Program.
11. Train all members of Match Sub-Committees when and where necessary.
12. Female Bowls Organiser to be the main club contact point and organiser of players/teams for the Wednesday Twilight Tournament (annual interclub event).

COMMITTEE MEMBERS (1 Male/1 Female)

Positions are elected annually at the Annual General Meeting with the position having no time frame restrictions.

Requirements

Ability to work to tasks assigned by Executive Committee (reporting stream may differ based on task(s)).

Role of Committee Members

1. Attend Management Committee Meetings
2. Undertake tasks assigned by Executive Committee
3. Assist with Financial Reviews as and when required
4. Work on the designing and supply of a new club shirt for 2023