

# TUGGERANONG VIKINGS BOWLS CLUB

## Management Sub-Committees and Miscellaneous Positions

### Duty Statements

Revised August 2022

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

MATCH SOCIAL SUB-COMMITTEE consisting of seven (7) members  
Positions are elected annually after the Annual General Meeting with the  
positions having no time frame restrictions.

**Requirements**

To assist Bowls Organisers as and when required.

**Role**

1. Attend monthly meetings with the Bowls Organiser and report all happenings as well as discuss future requirements
2. Organise and assist in overseeing of all Club Championships and other events.
3. Preparation of office Duty Rosters.
4. Liaise with Vice-President and/or Green Keepers for both Social, Championship and Special days.
5. Assist in the production of the Annual Bowls Program which requires liaising with the Bowls Organiser, Green Keepers, Bowls ACT and the both Bowl Organisers.
6. Assisting with Pennant season and Doran Bowl events if and when required.
7. Provide assistance on Special Days.
8. Report any concerns to Vice-President.
9. Liaise with Vice-President for stock items.
10. On scheduled Social Days arrive an hour before start time to:
  - a. Collect names from Sign-on Sheet
  - b. Check answering machine for any messages responding to request
  - c. Prepare a new Sign-on Sheet for following week
  - d. Collect payment from players as they arrive
  - e. Organize players in games for the session
  - f. Liaise with green keepers as to what rinks are available
  - g. Complete competition cards
  - h. Calculate prize money and give balance of funds to treasurer for receipting.

## SELECTION SUB-COMMITTEE of six members (3 Male/3 Female)

Positions are normally elected annually after the Annual General Meeting with the position having no time frame restrictions. For the 2023 Pennant season an Express of Interest is called for with appointed positions to be held until July 2024 to ensure continuity of experience. These appointed positions will cover both Mid-Week and Weekend Open Pennant.

### Requirements

1. A sound knowledge of Bowls ACT's condition of play and other relevant regulations including Current Laws of Bowls.
2. The ability to work within the timeframe for all Bowls ACT events eg: Mid-Week and Weekend Pennant, Doran Bowl.
3. Knowledge of players ability and compatibility as well as eligibility to play.

### Role

1. Administrative tasks such as displaying notices on board calling for players for club events.
2. Advise members of closing date for nominations as well as playing dates as per Bowls ACT calendar.
3. Notify Bowls ACT of final team grades available.
4. Maintaining an Unavailability Book during Pennant games.
5. Selection of players in appropriate teams, grades and playing positions.
6. To liaise with Bowls Organiser and Green Keeper regarding availability of greens.
7. If required arranging for the assistance of a club coach.
8. Ability to use a computer, or willing to undertake training, to distribute relevant information to teams and managers eg: issuing draw to secretary for advising members
9. To arrange practice and trial games prior to selection for events.
10. To advise players of the selection outcome.
11. To organise managers for each Pennant Grade Team and supply each with an Information Folder containing:
  - (a) Travel Reimbursement Form
  - (b) Bowls ACT Result Sheets
  - (c) Score Cards
  - (d) Magnetic TVBC name plaques (three per grade)

(e) Copy of Bowls ACT Condition of Play  
12. Liaise with Management Committee on decisions made.

## SUB-COMMITTEE No: 1 – SOCIAL (consisting of eight (8) members)

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

### Requirements

To liaise and assist Vice-President (female)

### Role

1. To attend work closely with Vice-President if and when required.
2. To work to a duty roster distributed monthly.
3. Ensure sufficient catering supplies are on hand.
4. Rostered duties are:
  - a) To arrive an hour before each session to prepare items for morning tea. Urn to be filled and turned on with ample supplies of coffee, tea, milk, biscuits and cups to be made available.
  - b) At the end of each session ensure that all items are securely locked away and urn stored.
  - c) To leave kitchen clean with rubbish removed from kitchen area.
  - d) To take home washing eg: table cloths and dishtowels.
  - e) During Special Events all members of the Sub-Committee No: 1 will be expect to assist as directed.

## SUB-COMMITTEE No: 2 – RAFFLES, WELFARE AND IN-HOUSE COMMUNICATIONS (consisting of two or three members)

Positions, which may consist of two or three members, are elected annually following the Annual General Meeting with the position having no time frame restrictions.

### Requirements

To liaise and assist Vice-President

### Role for Conducting Raffles

1. To be available at least an hour before play commences to setup for sale of tickets.
2. To ensure adequate supply of tickets on hand.
3. To arrange for prizes on Special Days/Events.
4. Ensure Monthly Raffle draw is conducted on time with winner notified as soon as possible.
5. To provide balance of funds collected each time are receipted by Treasurer.

### Role for Welfare

1. To respond on behalf of the club to members situations by sending out relevant cards or arranging delivery of flowers.
2. To advise President of individuals circumstances so he/she can advise other club members if appropriate.

### Role for Publicity and Promotion

1. To arrange for photographs to be taken at club events with photographs to be displayed where relevant. Championship photographs are to be updated on Championship Board with others being displayed in a yearly album.
2. To prepare and distribute a three-monthly article to club members advising of club achievements including news, photographs and future events.
3. To liaise with Management Committee member regarding future promotions.

## GRIEVANCE OFFICER

Position is appointed at a Management Committee Meeting following the Annual General Meeting.

### Requirements

1. A sound knowledge of policies and procedures as detailed by Bowls ACT and the Vikings Bowls Club including:
  - a. Code of Conduct
  - b. Social Media
  - c. Disciplinary
2. The ability to be an impartial officer.
3. To treat information received or to be acted upon in a confidential manner.

### Role

1. To be the first point of contact in a grievance/complaint.
2. To undertake a sound assessment of the situation with the ability to take notes for future reference.
3. To ensure that any grievance is correctly investigated with the matter being referred to the Management Committee if required.
4. Assist the Management Committee in formulating the appropriate response to the grievance including referring to Bowls ACT for action if a breach of the Code of Conduct has occurred.
5. Provide a written report of the event to the Secretary once finalised for securing with other club correspondence.



## RETURNING OFFICER AND TWO TALLY CLERKS (1 male/1female)

Positions are appointed prior to a meeting if required.

### Purpose

To monitor the recording and counting of eligible votes to ensure they are true and correct.

### Requirements

1. A copy of financial members eligible to vote
2. The ability to be an impartial officer

### Role

1. Distribute Voting Slips
2. Tally Clerks to collect Voting Slips once completed
3. Tally Clerks along with the Returning Officer are required to count the eligible Voting Slips ensuring the number of votes tallies with the number of forms returned.
4. Both the Returning Officer and the Tally Clerks are required to accurately record the voting results. The vote is favourable if 75% of members present are in favour of the motion/matter being voted on. If the total acceptance is less than 75% then the vote is lost.
5. If the voting is for a Special Vote, then the count with the maximum number of votes is considered to have won.
6. The Returning Officer announces the results to members present at meeting.
7. Both the Returning Officer and Tally Clerks are to shred the Voting Slips at the conclusion of the meeting after obtaining permission from members present.

## CATERING MANAGER

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

### Requirements

Experience in catering provision and the holding of relevant Hospitality Certificates as required by Access Canberra and the ACT Legislative.

### Role

1. Reports to Vice-President (female) who will take Catering Manager's requests for approval to a Management Committee Meeting. These requests can include but are not limited to Breakfast on the Greens, functions, club competitions, Bowls ACT events, Sports Days and Tournaments.
2. To work within the ACT Legislative/Food Safety ACT guidelines.
3. To maintain a current Basic Food Safety Certificate.
4. To prepare and forward to Management Committee via Vice-President (female) a menu and costing for each event being catered for.
5. Purchase required food supplies for approved events using corporate credit card and forwarding all receipts to treasurer for reconciliation.
6. Oversight the maintenance of the gas bottle supplies to the BBQ.
7. Has the authority to call for volunteers to assist when required.
8. To organise volunteers to assist with setting up, cleaning and general tidying up following function/event.
9. To educate volunteers with the requirements within the Catering Manual to follow all health and safety guidelines.
10. To ensure that all volunteers assisting with food handling have the required certification (copies held in main office).