

# St. George Lawn Bowling Club

## Executive Committee Roles and Responsibilities

The Executive Committee shall be responsible for the general direction and the program and activities of the Club.

The Executive Committee shall consist of: President, Vice-President, Secretary, Treasurer, Tournament Secretary and Past-President. All of the committee shall be members in good standing.

The Executive Committee shall transact the business of the Club between the semi-annual members meetings.

Members of the Executive Committee shall hold office for two years and will be elected at a Fall semi-annual members meeting. Vacancies which occur during a term can be filled by election by the membership for the balance of the term.

The retiring President shall hold the office of Past-President during such time as the immediate successor is in office.

The Vice-President shall assist the President and act as such during his/her absence.

The Secretary shall record minutes of all Executive Committee and semi-annual members meetings and keep other records as may belong to the Club.

The Treasurer shall keep a record of all money belonging to the club. The Club's money will be placed in a current account in a chartered bank and disbursements shall be by cheque as far as possible. The Treasurer shall prepare and distribute the financial statements for each Spring semi-annual members meeting.

The Executive Committee shall prepare an annual budget for each Spring members meeting.

The Tournament Secretary shall take entries to tournaments, conduct the tournaments, keep tournament records, update trophies and attend district meetings.

All other committees shall be organized at the discretion of the Executive Committee. All Committee mandates, plans and budgets shall be considered and approved by the Executive Committee.

### **Executive Committee Meetings and Quorum**

A quorum shall be 50% of the Executive Committee members.

Minimum of 4 Executive Committee Meetings per year.

# Role of President

## **Qualifications:**

Be a current member of St. George Lawn Bowling Club Be in good standing with the OLBA and Bowls Canada

Be at least eighteen (18) years of age

Proof of recent police background check (2 years)

## **Responsibilities:**

Act in a fair and ethical manner

Have a clear understanding of the club's rules, policies, constitution, and by-laws, and abide by all of these

Chair regular Executive Committee meetings and Fall and Spring semi-annual member meetings

Chair one or more of the club's committees

Communicate with members of the club

Be actively involved in creating and adhering to a Strategic (long-term) and Annual (short-term) Plan

Oversee the club's goals and ensure these align with the Strategic and Annual plans

Represent and promote the club in the community and at local, provincial, and national events

Assist the club in fulfilling its legal and financial responsibilities

Arrange for handover or succession planning for the position

Take responsibility for personal conflicts of interest and declare, record, and manage these appropriately

## Role of Vice President

### **Qualifications:**

Be a current member of St. George Lawn Bowling Club Be in good standing with the OLBA and Bowls Canada

Be at least eighteen (18) years of age

Proof of recent police background check (2 years)

### **Responsibilities:**

Act in a fair and ethical manner

Have a clear understanding of the club's rules, policies, constitution, and by-laws, and abide by all of these

Assist the President and act as such during his or her absence

Chair one or more of the club's committees

Be actively involved in creating and adhering to a Strategic (long-term) and Annual (short-term) Plan

Assist the club in fulfilling its legal and financial responsibilities

Arrange for handover or succession planning for the position

Take responsibility for personal conflicts of interest and declare, record, and manage these appropriately

# Role of Treasurer

## **Qualifications:**

Be a current member of St. George Lawn Bowling Club Be in good standing with the OLBA and Bowls Canada

Be at least eighteen (18) years of age

Proof of recent police background check (2 years)

## **Responsibilities:**

Act in a fair and ethical manner Have a clear understanding of the club's rules, policies, constitution, and by-laws, and abide by all of these

Chair the Finance and Grants Committee

In collaboration with the President and Finance Committee, prepare the club's annual budget, present it to the Executive Committee for approval, and ensure the club adheres to the budget

Keep up to date financial records

Report to the Executive Committee regularly on all financial matters

Produce an end of year financial report

Adhere to and ensure compliance with the club's financial policies

Create invoices and pay all bills as approved by the Executive Committee and other committees

Collect fees and payments

Deposit cash and cheques in a timely manner

File the appropriate forms to fulfill the club's legal and financial responsibilities

Arrange for handover or succession planning for the position

Take responsibility for personal conflicts of interest and declare, record, and manage these appropriately

# Role of Secretary

## **Qualifications:**

Be a current member of St. George Lawn Bowling Club Be in good standing with the OLBA and Bowls Canada

Be at least eighteen (18) years of age

Proof of recent police background check (2 years)

## **Responsibilities:**

Act in a fair and ethical manner

Have a clear understanding of the club's rules, policies, constitution, and by-laws, and abide by all of these

Organize and attend Executive Committee meetings and the Fall and Spring semi-annual meetings. This includes making arrangements (venue, date, time) and sending adequate notice of the meetings

Take, file, and distribute minutes of each meeting

Read, reply, and file correspondence promptly

Submit forms to the provincial and national association to maintain status

Ensure insurance is up to date and relevant

Maintain up to date records and files of all members, sponsors, and life members

Maintain files of legal documents (constitution, by-laws, leases, etc.)

Arrange for handover or succession planning for the position

Take responsibility for personal conflicts of interest and declare, record, and manage these appropriately

# Role of Tournament Secretary

## **Qualifications:**

Be a current member of St. George Lawn Bowling Club

Be in good standing with the OLBA and Bowls Canada

Be at least eighteen (18) years of age

Proof of recent police background check (2 years)

## **Responsibilities:**

Act in a fair and ethical manner

Have a clear understanding of the club's rules, policies, constitution, and by-laws, and abide by all of these

Chair the Tournaments Committee

The Tournament Secretary shall take entries to tournaments, conduct the tournaments, keep tournament records, update trophies and attend district meetings.

Arrange for handover or succession planning for the position Take responsibility for personal conflicts of interest and declare, record, and manage these appropriately

## Role of Past President

### **Qualifications:**

Be a current member of St. George Lawn Bowling Club

Be in good standing with the OLBA and Bowls Canada Proof of recent police background check (2 years)

### **Responsibilities:**

Act in a fair and ethical manner

Assist the current President and Vice President

Take responsibility for personal conflicts of interest and declare, record, and manage these appropriately