



# EASTERN RANGES BOWLS REGION INC.

## PROFILES

### Basic duties of positions within the Region Board and Committees

#### BOARD:

The Board is elected annually by the Club Members within the Region.

- Attend to business raised by Region Clubs
- Present Super Vet badges and attend by request from clubs.
- Set yearly Club levy to Region.
- Keep clubs informed of important information and news.
- Approve Region expenses.
- Keep Region properly insured.
- Board members to attend monthly Board meetings and General (Delegates) meetings held as determined by the Board.
- Act as contact between clubs and BV.

#### PRESIDENT:

- The President shall, if possible, preside at all monthly Board meetings and General (Delegates) meetings from the moment of his/her election.
- The President is required to ensure that the business of the meeting is conducted properly. This includes keeping the discussions within the context of the item concerned.
- The President requests the Secretary to call a Special General Meeting of all clubs when any matter of importance requires urgent attention.
- The President should be familiar with the Region Constitution.
- The President shall represent the Region at official functions of the clubs. If he/she is unable to attend, he/she may invite another Board Member to represent the Region.
- Co signatory for signing of cheques.

#### VICE PRESIDENT:

- The Vice President takes on the role of President in his/her absence.

#### SECRETARY:

The Secretary is the first point of contact for the clubs and BV and handles all matters of information and communications between the clubs, BV etc.

- Collect mail from PO box and table for the attention of Board.
- Attend to all correspondence.

- Preparation of Board outgoing correspondence under Region Secretary signature.
- Download and distribute any incoming emails.
- Co signatory for signing of cheques.
- Arrange and attend Board and General (Delegates) meetings.
- Record minutes of all meetings.
- Make sure State Title Event entries reach the Championship Committee by due date.
- Organise Annual Report.
- Organise and oversee Region AGM
- After AGM:
  - Inform Consumer Affairs of Region Public Officer (usually the Secretary).
  - Lodge Annual Statement (prepared by Treasurer) with Consumer Affairs,
  - Inform all clubs of the new Board and Committees
  - Require from all clubs the names, email contact etc. of club CCO and Delegates (2) to represent the club at all General meetings.

#### Meetings:

- The Secretary is responsible for compiling and distribution of agenda for any meeting to Board members, clubs' CCO and Delegates.
- The minutes are prepared by the Secretary.
- All minutes should be an accurate record of each meeting, including any motions, decisions etc.
- Details of controversial matters must be recorded accurately (incl. who moved and seconded the motion) to prevent problems later.
- The minutes from previous meeting should have been presented to Delegates, Board Members and Committees Chairman. When confirmed the President adds signature and date.

The outgoing Secretary is required to assist his/her successor and hand over all records – incl. minutes and other books, forms, correspondence etc.

#### TREASURER:

- Table report of activities at Board meetings and General meetings.
- Signatory on cheques and EFT's.
- Table report for AGM.
- Make sure accounts are audited at end of financial year.
- Invest funds on behalf of the Board.
- Pay accounts with two signatories.

#### COMMITTEES:

- Chairman of Committee to forward report of activities to Secretary before all General (Delegates) meetings and present report at meeting.

#### CHAMPIONSHIP COMMITTEE

The Championship Committee primarily manages the State Title Championships.

- Set dates for all Championships in the season.

- Request for greens from clubs.
- Inform clubs of dates of Championships (entries closing date, day/s of play etc.)
- Formulate & distribute entry forms to all clubs CCO.
- Perform the draw of the games after receiving entries from Region Secretary.
- Inform clubs of draw and club where events are held.
- Make sure the club where the event is held is supplied with the draw/cards etc.
- Make sure someone from the Board is present at the final to present winners with prizes.
- Inform BV in due time of winners of Championship events.

### BOWLS VICTORIA REGIONAL REPRESENTATIVE (BVRR)

As defined in the Region Constitution there will be one male and one female representative elected by the Region.

- Attend Region Board and General Meetings.
- Visit Clubs within the Region on request/invitation to present Service Awards, Super Veteran badges etc. and to carry out other representative duties as requested from time to time.
- Such other tasks as requested from time to time by the Region and Bowls Victoria.
- Attend Bowls Victoria Regional Representative meetings.
- Within seven (7 days) of a meeting of the BVRR Group forward a copy of the minutes and any supporting documentation to the Region Board.
- Refer any business as requested by Bowls Victoria to the Region.
- Advise Region on matters raised by Bowls Victoria and the Regional Representative Group.
- Submit and present recommendations to Bowls Victoria on behalf of the Region.
- Refer any business as requested by Bowls Victoria to the Region.