



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
- Receives and collates entries for various regional Championship Events, including distribution of draws and notifying Bowls Victoria of results
- 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
- Collate Annual Report
- Collate 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 CCOs and Delegates (2) to represent the club at all General meetings

ERBR Board and Delegates Meetings:

- The Secretary is responsible for compiling and distribution of agenda for any meeting to Board members, Clubs' CCOs 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 where events are held
- Make sure the club where the event is held is supplied with the draw/cards etc.
- Ensure a Board representative is present at the final to present winners with prizes
- Inform BV in due time of winners of Championship events

LAWS AND UMPIRING

- The committee is primarily responsible for the training of new technical officials (measurers, markers and umpires) within the ERBR
- The committee is primarily responsible for the reaccrediting of existing technical officials (measurers, markers and umpires) within the ERBR

The following functions are carried out under the National Officiating Scheme conducted by Bowls Australia. In Victoria the BV Umpires Committee oversee the conduct of the Officiating Scheme in this State:

- To have on the Committee, or have access to, people who are qualified as Presenters and Assessors under the BA National Officiating Scheme. This is a BA accreditation.
- Liaise with and assist Clubs within the Region in relation any matters relating to;
 - a. the Laws of the Sport of Bowls,
 - b. BV Conditions of Play,
 - c. To coordinate officials for Clubs to conduct Region events if they are unable to do so themselves
 - d. Advise on appropriate standards of measuring equipment if requested

JUNIOR DEVELOPMENT

- Promote Junior Bowls within the region
- Keep all Clubs up-to-date with any changes to Junior Development through Bowls Victoria, Bowls Australia and various sporting schools association
- Assist any Club who wish to become involved in Juniors and or Schools programs
- Promote our great sport to all schools in the region
- Co-ordinator of "Eastern Eagles" region under 18 squad
- Ensure all people dealing with Juniors in any Junior competition have "Working with Children Card either "V" (volunteer or "E" Employee) and have completed "Play by the Rules" course and submitted Certificate to Bowls Victoria

GREENS

To be confirmed

REGION SIDES

- Board – appoint 3 selectors for men & women sides
- Ensure Selectors are aware of region selection policy
- Final selection process to be determined by selection committees bearing in mind selection policy
- Trials to be conducted where considered desirable
- Where trials are conducted invitations to maximum 24 players over 3 sessions
 - Session 1 – All day mix of skills activities and team games
 - Sessions 2 & 3 – Evening session approx. 2 hours as above
- Side to be selected following final session and **all** players notified
- Selected sides both Men & Women to participate in practice match against another Region
- Bowls Victoria to be notified of selections and other information as required by due date
- Team Managers to arrange Accommodation
- Team Managers to hold uniforms and bowls discs etc.

It is suggested an experienced coach be appointed to assist the Women's program and be the third selector. This person should also travel to the event.