

## ***DUTY STATEMENT***

**Position:     Assistant Secretary**

The Assistant Secretary shall be responsible to the Secretary for the following:

- Attendance at all Committee meetings.
- Accurately record the minutes of each Committee meeting.
- Within seven days of the date of the Committee meeting prepare the Minutes document, and
  - 1) Email a copy of the “Draft” Minutes to each Committee member.
  - 2) Following receipt of input to the “Draft” Minutes, send a copy of the “Final” Minutes to each Committee member by email.
  - 3) Produce a copy of the “Final” Minutes for approval at the next Committee Meeting.
  - 4) Produce a copy of the “Final” Minutes to be handed to the Secretary once approval is secured. This is for posting on the Club notice board.
- At the time of forwarding the “Draft” minutes, advise Committee members of the deadline date for the receipt of reports and input for Agenda items for the next Committee meeting.
- Ensure confirmed Minutes of Committee meetings are forwarded to the DCC Board
- After the deadline date, prepare an Agenda for the forthcoming meeting and together with reports email all to each Committee member.
- Act in the Secretary’s position whilst the occupant is away
- Undertake such additional administrative tasks as may be reasonably requested by the Secretary.

## ***DUTY STATEMENT***

Position:     Committee Member

- Participate in making Committee decisions in the best interest of the Section
- Assist in creating an environment which gives all bowlers the opportunity to develop to the best of their ability
- Assist, where possible, the Bowls Section Captains in the undertaking of their positions
- Participate and utilize your experience and skills within the decision making of the Committee
- Provide input to the development and achievement of Bowls Section policies and procedures
- Contribute to the achievement of the Bowls Section future directives
- Undertake agreed duties/tasks as required by the Bowls Section Committee
- Attend all scheduled Committee meetings wherever possible

## ***DUTY STATEMENT***

Position: Ladies Captain

- Ensure all new female members are welcomed to the Section and made aware of the facilities and general procedures and protocols
- With the assistance of Section members organise and encourage all female members to the appropriate coaching/championship events, bowls carnivals and inter-Club competition
- Report to the Committee meetings on the culture and morale of the female membership and represent the views and interests of these members
- Be available to existing and new female members, providing support and resolution of queries and concerns
- Direct queries as necessary to the appropriate convenor and in doing so ensure the female member receives the necessary reply and action
- Liaise with the Men's Captain and key Club convenors (e.g. membership, carnivals, coaching, lockers, social, indoor centre)
- Ensure all female practice and training sessions are purposeful and well attended
- Communicate with female members the Section successes and items of interest on a regular basis
- Liaise on the health and welfare of unwell Section female members, provide compassion to families and organise support as necessary
- Identify and train at least one person as a backup

## ***DUTY STATEMENT***

**Position: Men's Captain**

- Ensure all new male members are welcomed to the Section and made aware of the facilities and general procedures and protocols
- With the assistance of Section members organise and encourage all male members to the appropriate coaching/championship events, bowls carnivals and inter-Club competition
- Report to the Committee meetings on the culture and morale of the male membership and represent the views and interests of these members
- Be available to existing and new male members, providing support and resolution of queries and concerns
- Direct queries as necessary to the appropriate convenor and in doing so ensure the male member receives the necessary reply and action
- Liaise with the Ladies Captain and key Section convenors (e.g. membership, carnivals, coaching, lockers, social, indoor centre)
- Ensure all male practice and training sessions are purposeful and well attended
- Communicate with male members the Section successes and items of interest on a regular basis
- Liaise on the health and welfare of unwell Section male members, provide compassion to families and organise support as necessary
- Identify and train at least one person as a backup

## ***DUTY STATEMENT***

Position: Secretary

- Maintain the Section's membership database
- In conjunction with the Assistant Secretary, schedule all Section meetings (Committee, SGM), circulate Agendas & Papers, take Minutes and maintain Minute book
- Prepare and circulate Section rules, notices and items of interest
- Enter teams in relevant BNW Pennant competitions
- Ensure all players are registered and cleared to play
- Coordinate all player clearances and transfers
- Handle all Section general correspondence
- Be the Section's major point of contact
- Maintain a register of the latest version of all Section documentation
- Maintain a register of all marketing material (logo etc)
- Coordinate the induction of new members, incoming Committees etc
- Ensure confirmed Minutes of Committee meetings are forwarded to the DCC Board

## ***DUTY STATEMENT***

**Position:     Bowls Section Captain**

- Define and document Section culture and behaviours
- Provide leadership and direction for the future ongoing success of the Section
- Ensure the Section has clearly defined goals and objectives and regularly reviews its strategic direction
- Ensure the DCC Board receives regular and accurate monthly reports
- Ensure Section compliance and legislative obligations are met
- Ensure all complaints and disputes are immediately investigated
- Ensure all Section positions have regularly reviewed position descriptions
- Ensure all Section activities are documented in operation manuals, policies and procedures
- Ensure that all volunteers are trained and supported
- Chair and conduct all Section Committee, Special General and Member Meetings
- Ensure communication is maintained regularly with all Section stakeholders
- Represent the Section in an official capacity as and when required