



Yarra Bowls Region Inc

A0056189G ABN 48820489422

Incorporating Alphington, Auburn, Bundoora RSL, Burwood District, Camberwell Central, City Of Heidelberg, Darebin City, Diamond Creek, Doncaster, Donvale, East Ivanhoe, Eltham, Fairfield, Greensborough, Greythorn, Hawthorn, Heidelberg Golf, Hurstbridge, Ivanhoe, MCC, Montmorency, North Balwyn, Richmond Union, Rosanna, Templestowe & Yarra Valley Country Club bowls clubs

www.yarra.vic.bowls.net.au

ROLES AND RESPONSIBILITIES - DIRECTORS AND COMMITTEES

PRESIDENT

Chair all Meetings

Set direction for Region – implement business plan/strategic plan

Represent Region when and where required

Consider and implement succession plan for all Directors

DEPUTY PRESIDENT

Chair Meetings in President's absence

In consultation with president consider issues impacting region business

Represent President at Clubs to present various awards as required.

Consider and implement succession plan for all Directors

SECRETARY

Responsible for administration of Region, including correspondence (email preferred) and distribution of information

Maintain email contact list,

Club Contact Officers / Club Secretaries / Club Delegates

Arrange Meetings, prepare and distribute minutes, update website with relevant information

Annual General Meeting

President and Secretary's Night

Delegates Meeting x 2

Director's Meetings x 8

Load Region event entry forms to website

Receive and collate Region Event Entries (scanned documents only) by due date

Review region finance activities on a regular basis via secure log in to Region's Bank Accounts

Prepare Annual Report and Annual Statement for Consumer Affairs Victoria

Assist President and Deputy President with succession planning

TREASURER

Maintain and conduct financial affairs of the region

Internet banking via secure log in to Bendigo Bank Accounts

Issue Invoices to Clubs for their Annual Region Levy (payments expected via EFT) currently \$3.00 per player per club as at 1 September each year based on IMG Data Base

Issue Invoices to Clubs (once or twice per season) for entry fees to Region events, again payment to be via EFT. Clubs to collect their own fees.

Follow up outstanding invoices
Issue Prize Money to event winners and runners up as per Bowls Victoria payment schedule
Cash to be provided in envelopes
Maintain Region financial transactions using relevant account software
Maintain access to internet banking – download bank account transactions
Bank any additional funds and make necessary payments as they arise
Produce financial report for directors meeting
Produce Annual Financial Report
Prepare Region Events Winners Certificates

Match Committee

Prepare Region Events Program for upcoming season (reference previous season as a guide)
Update Entry Forms for Region Events
Receive entrant's names and conduct "Open Draw" for events; Draw to be conducted using a spreadsheet of names and clubs, insert the required number of byes and use a random number generator to determine the draw
Liaise with Region Clubs to arrange venues for region events. The earlier this can be done the better.
Allocate venues once draw is completed and advise venue clubs and participants

Region Sides Selection Committee-Pathway Program

Match Committee in conjunction with Chairman of Selectors and Coach (if appropriate) organise Pathway dates for both men and women
Organise venues
Arrange assistance from additional coaches where appropriate
Plan and implement each day's program
Select sides using region selection guidelines

Umpires Committee

Set a timetable for tutorials and assessments for new umpires, markers and measurers as well as re-accreditations
Attend to tutorials and assessments of new umpires, markers and measurers together with any re-accreditations.
Maintain a contact list of Umpires, Markers and Measurers considered appropriate to officiate at Region Championships.
Liaise with and organise Umpires etc for Region Championships where necessary

Coaching Committee

In consultation with Bowls Victoria schedule coaching accreditation program
Through clubs encourage current coaches to re accredit when due
Maintain record of current coaches together with their contact details

Greens Committee

Inspect Regions greens as per guidelines

Suggest any area where improvements may be made.
Issue reports to clubs and Bowls Victoria?

Bowls Victoria Regional Representatives

Attend quarterly Bowls Victoria Meetings and prepare report on Yarra Region Activities
Report back to region committee and region club's appropriate information

Metropolitan Pennant Committee

Two representatives.
Attend scheduled meetings and contribute to activities of committee
Have input to any proposed changes / amendments for the "Rule for Competition in Victoria"