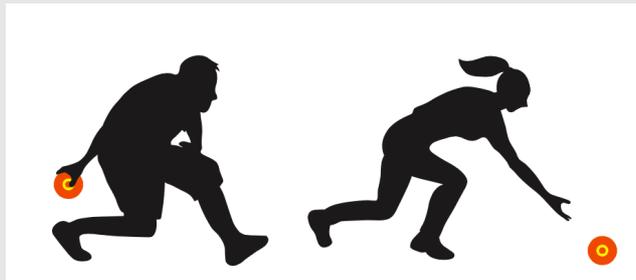


Gippsland Bowls Region Regulations
Appendices E-O

Board & Officers Position Descriptions



23 March 2021

Gippsland Bowls Region

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Appendix E

Board Director Position Descriptions

The role of a general Board director is to provide support to the President, Secretary and other directors to ensure the Region sets and meets its goals and objectives, is administered according to the Region Constitution and completes all legal and compliance obligations.

Responsibilities

The general responsibilities of Board directors are wide and varied and may include, but certainly not limited to the following responsibilities.

Knowledge

To successfully undertake the role, a Board director should:

- be well informed of all Region activities
- have a good working knowledge of the Region Constitution and Regulations, policies and procedures as well as the duties of all office holders
- have an understanding of the legal and compliance obligations of running the Region.

Governance

Board directors generally contribute to the development, definition and delivery of the following Region activities and responsibilities:

- culture and behaviours
- goals and objectives and documented strategies and implementation plans on how they will be achieved.
- identification and formulation of budgets and cash flow projections for the upcoming year
- ensure compliance and legislative obligations are met
- ensure the health and safety of all participants
- ensure all complaints and disputes are immediately investigated and responded to according to Region policies and procedures
- volunteers are trained and supported throughout the year to undertake their roles successfully
- assist the President and Secretary in their duties as required
- undertake tasks at the request of the President or Region Board
- undertake Region portfolios specified by the President or Board Directors.

Attending and actively participating and contributing to Board meetings is a core function of a Board director.

Essential skills and requirements

- Dedicated Region person.
- Ability to provide calculated opinion in group discussions at Board meetings.
- Effective communicator.
- Be discreet and able to maintain confidentiality on relevant matters.
- Hold or willing to apply for a current volunteer Working with Children check (if required).

Board Directors are required to:

- act in the best interest of the Region at all times
- attend all Board meetings
- Undertake the role in good faith and honesty.

If at any stage the Board Director becomes aware of a personal conflict of interest, real or perceived between themselves and the Region, they should immediately notify the President of the conflict who will immediately inform all other Board Directors.

Appendix F

President Position Description

The President is primarily responsible for ensuring the Region sets and meets its goals and objectives, is administered according to the Region Constitution and completes all legal and compliance obligations.

Knowledge

To successfully undertake the role of President requires the person to:

- be well informed of all Region activities
- have a good working knowledge of the Region Constitution and Regulations, policies and procedures as well as the duties of all office holders.
- have a strong understanding of the legal and compliance obligations of running the Region.

Responsibilities

The general responsibilities of the President are wide and varied and may include, but certainly not limited to the following responsibilities. Key governance responsibilities include ensuring the Region Board:

- defines and documents its Region culture and behaviors and continually communicates them to members, players, coaches, supporters and volunteers
- has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved. Implements strong financial controls to protect the cash and assets of the Region as well as the volunteers handling the cash.
- receives regular and accurate financial reporting, budgets and cash flow projections.
- meets compliance and legislative obligations
- oversees the health and safety of all participants
- investigates and responds to all complaints and disputes immediately according to Region policies and procedures.
- regular reviews of all Region positions and roles and committee terms of reference
- documents all Region activities in operations manuals, policies and procedures
- trains and supports volunteers throughout the year to so they can undertake their roles successfully.

Meetings, communication and key relationships

The President will:

- run meetings and communicate to stakeholders as are core responsibility including:
 - setting the agenda for each Board and general meeting, including the Region's annual general meeting
 - Chairing all Board meetings
 - Chairing the annual general meeting
- act as a spokesperson for the Region and represent it as required
- liaise with Board members in their portfolio roles
- ensure that all sub-committees are regularly reporting to the Board through the portfolio holder
- liaise with all relevant stakeholder and maintain key relationships
- ensure Board members, team managers and coaches fulfill their responsibilities to the Region.

Essential skills and requirements

- Can communicate effectively.
- Is well informed of all other tasks — handle bookings and entries, respond to general duties as directed by the Region.
- Can oversee organisational activities.
- Is aware of the future directions and plans of members.
- Has a good working knowledge of the Constitution of the Region and the duties of all office holders and subcommittees.
- Is a supportive leader for all members.
- Able to chair Board or executive meetings.
- A good understanding of the sporting and competition requirements at local, regional and higher levels.
- Unbiased and impartial on all issues.
- Receptive to change.
- Dedicated Region person.

If at any stage the President becomes aware of a personal conflict of interest, real or perceived between themselves and the Region, they should immediately notify the Region Secretary of the conflict, who will immediately inform all other Board members.

Appendix G

Vice President Position Description

The role of Vice President generally is to work closely with and support the Region President. The Vice President will undertake the duties and responsibilities of the President if the President becomes unavailable for any reason.

Responsibilities

The general role of the Vice President is to support the President, assisting them to fulfill their responsibilities.

Knowledge

To successfully undertake the role of Vice President, requires the person to:

- be well informed of all Region activities
- have a good working knowledge of the Region Constitution and regulations, policies and procedures as well as the duties of all office holders
- understand the legal and compliance obligations of running the Region.

Governance

The Vice President will assist the President to ensure the Region undertakes its key governance responsibilities include ensuring the Region:

- defines and documents its Region culture and behaviours and that these are continually communicated to members, players, coaches, supporters and volunteers
- has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved
- implements strong financial controls to protect the cash and assets of the Region as well as the volunteers handling the cash
- has strong financial reporting, budgets and cash flow projections
- ensure compliance of all obligations and the health and safety of all participants
- investigates and responds to all complaints and disputes immediately according to according to Region policies and procedures
- regularly reviews all committee and sub committee terms of reference, officer position descriptions and roles
- activities are documented in operations manuals, policies and procedures.
- volunteers are trained and supported throughout the year to undertake their roles successfully

Meetings, communication and key relationships

The Vice President will:

- assist the President to set the agenda for each Board meeting and general meeting, including the Region’s annual general meeting.

In the absence of the President, the Vice President will:

- chair Board meetings
- chair the annual general meeting
- act as a spokesperson for the Region and represent it as required
- ensure all responsibilities of the President are undertaken.

Essential skills and requirements

- Hold or willing to apply for a current volunteer “working with children” check (if relevant).
- Can communicate effectively.
- Is well informed of all other tasks — handle bookings and entries, respond to general duties as directed by the Region.
- Can oversee organisational activities.
- Is aware of the future directions and plans of members.
- Has a good working knowledge of the Region Constitution and the duties of all office holders and subcommittees.
- Is a supportive leader for all members.
- Able to chair Board or executive meetings.
- A good understanding of requirements at local, regional and higher levels.
- Unbiased and impartial on all issues.
- Receptive to change.
- Dedicated Region person.

The Vice President is required to:

- act in the best interest of the members at all times
- attend all Board meetings
- undertake the role in good faith and honesty.

If at any stage the Vice President becomes aware of a personal conflict of interest, real or perceived between themselves and the Region, they should immediately notify the Region Secretary of the conflict who will immediately inform all other Board members.

Appendix H

Secretary Position Description

Responsibilities

- The Secretary is responsible for the administrative tasks of the Region.
- The key responsibilities are to understand the Region Constitution, Regulations, Policies and Procedures, legal and compliance obligations, and ensure the Region is managed according to these core requirements.
- The Region Secretary is generally the Region's nominated representative for the purposes of complying with the Incorporated Associations Act.

Legislative responsibilities

The Secretary will act as the CCO of the Region, so generally becomes the Region's nominated person under the Incorporated Associations Act and as such is responsible for:

- notifying the relevant government body of their appointment
- lodging on behalf of the Region all reports and notices as required by the relevant Incorporated Associations Act
- maintaining the Region's membership database.

Meetings

Key governance responsibilities include ensuring the Region:

- in conjunction with the President, schedule all Board meetings and general meetings (including the annual general meeting) as per the Constitution
- prepare and circulate, prior to each Board meeting the agenda and supporting reports
- prepare and circulate according to the Region Constitution, the notice convening the annual general meeting, ensuring all members are invited
- take the meeting minutes of each Board and general meeting, circulating them to relevant people
- if there are special resolutions to be considered at a general meeting, ensure the special notification requirements under the Region Constitution are met.

Member administration

- Maintain the Region database (on BowlsLink) in consultation with the Pennant and Competitions Recorder.

Communication

- Handle all general Region correspondence, responding to any correspondence as required.

- Have the portfolio of Communications.

Knowledge management

- Maintain a register of the latest version of all Region documentation including but not limited to the Region Constitution, Regulations, all policies, procedures, position descriptions, and subcommittee terms of reference.
- Maintain a register of all marketing material relating to the Region's activities (letterhead, logos, posters, brochures etc.).
- Ensure that all volunteers update their position descriptions and any operating manuals, policies and procedures and provide the secretary with the updated version prior to the Annual General Meeting.
- Co-ordinate the induction training for the incoming Board, sub-committees, coaches and volunteers.

Essential skills and requirements

- Communication skills, both verbal and written
- Computer skills.

The Secretary is required to:

- act in the best interest of the members.
- attend all Board meetings.

If at any stage the Secretary becomes aware of a personal conflict of interest, real or perceived between themselves and the Region, they should immediately notify the Region President of the conflict who will immediately inform all other Board members.

Appendix I

Treasurer Position Description

The Treasurer is responsible for ensuring the Board is empowered to manage the financial affairs of the Region, is responsible for protection of the Region's cash, assets and the volunteers who handle them, ensuring the collection of all revenues and payment of all financial obligations.

The Treasurer must also ensure that all financial transactions are recorded in the Region's accounts and producing the Region's financial reports for presentation to the Board, the members at the AGM, as well as complying with all financial reporting obligations contained in the Region rules and the Incorporated Associations legislation.

Responsibilities

Empowering the Board to manage the financial affairs of the Region

- Preparation of a Region budget and cash flow projection at the start of the year for review and sign off by the Board.
- Record all financial transactions in the Regions accounting system as well as maintaining a list of Region assets and liabilities.
- Comparing actual financial results of a given period to budgets for the same period and provide explanations for any variances for the Board to review and act in a timely manner.
- Provide monthly profit and loss reports and balance sheet to the Board each month (generally presented at each Board meeting).
- Provide a list of payments for the previous month to the Board each Board meeting.
- Provide a list of revenues outstanding and payments to be made to the Board each Board meeting.
- Have the portfolio of Sponsorship.
- Protect the Region's assets, cash and the volunteers who manage them.
- Implement financial management procedures that protect both the Region's funds and assets and the volunteers who handle them.
- Control the Region bank account(s), ensuring only those authorised are bank account signatories.
- Ensure as many payments as possible are undertaken via Electronic Funds Transfer (requiring two signatories before payments can be made).
- Ensure as much revenue as possible is collected using online payments.
- Ensure all approved expenditure is paid as when it falls due.
- Prepare list of honoraria as directed by the Board.

- Ensure all monies due to the Region are collected.

Financial reporting

- Where an audit or review is required ensure it is completed in time for the financial reports to be presented to members at the Annual General Meeting.
- Produce the financial report to members to be presented at the Annual General Meeting.
- Undertake all legislatively required reporting and submissions meeting.

Essential Skills and Requirements

- Computer and numeracy skills.

The Treasurer is required to:

- act in the best interest of the members
- attend all Board meetings.

If at any stage the Treasurer becomes aware of a personal conflict of interest, real or perceived between themselves and the Region, they should immediately notify the Region President of the conflict who will immediately inform all other Board members.

Appendix J

Position Description: Umpiring Coordinator

Position objective

The objective of the Umpiring Coordinator is to ensure that the Laws of the Sport of Bowls, Bowls Australia Domestic Regulations, Bowls Victoria and Region Regulations are followed in all recognised events, and that there is a satisfactory pool of qualified, proficient umpires for the Region.

Position:

- Interested members of member clubs from the playing areas will submit expressions of interest to the Region Board.
- The Umpiring Coordinator will be appointed by the Region Board.
- The Umpiring Coordinator will report to the Region Board on a regular basis.

Responsibilities

- To maintain in consultation with the Region Secretary, a register of accredited umpires in the Region and ensure they are acknowledged on BowlsLink.
- To actively seek out bowlers with suitable skills to undertake marker, measurer and umpires training.
- To co-ordinate training and re-accreditation of markers, measurers and umpires in the Region.
- To co-opt other accredited umpires to assist when required.
- To liaise and communicate effectively with the Bowls Victoria Officiating and Laws Committee.
- To ensure that all umpires, the Region Board, all committees, member clubs and bowlers are informed of any changes to rules, regulations and conditions of play.
- To mentor newly trained markers, measurers and umpires and support all experienced officials.
- To be aware of all relevant policies including Bowls Victoria Social Media policy.
- To communicate effectively and efficiently with the Region Board, other committees, member clubs and bowlers.

Key roles

- Report regularly to the Region Board meetings
- Receive any correspondence relating to umpiring matters, circulate to umpires in the Region and act upon if required.

- Ensure all umpires, players and coaches are conversant with rule changes or updates in interpretations
- Find opportunities to provide practical coaching and information sessions for the Region umpires
- Arrange for coaching of umpires including on green assistance and directions regarding current interpretations of new and existing rules
- Nominate umpires for Region events as required
- Seek guidance and support through the Gippsland Bowls Region, Bowls Victoria and Bowls Australia

Appendix K

Position Description: Coaching Coordinator

Position objective

The objective of the Region Coaching Coordinator is to foster coaching in all clubs. Coaches assist bowlers to aspire, develop and achieve their individual skills and goals in all forms of the sport of bowls.

Position

- Interested members of member clubs from the playing areas will submit expressions of interest to the Region Board.
- The Coaching Coordinator will be appointed by the Region Board.
- The Coaching Coordinator will report to the Region Board on a regular basis.

Responsibilities

- To maintain in consultation with the Region Secretary, a register of accredited coaches in the Region and ensure they are acknowledged on BowlsLink.
- To actively seek out bowlers with suitable skills to undertake coaching training.
- To co-ordinate training and re-accreditation of coaches in the Region.
- To co-opt other accredited coaches to assist when required.
- To liaise and communicate effectively with the Bowls Victoria to access training for coaches.
- To co-ordinate training and re-accreditation of coaches in the Region.
- To mentor new and established coaches and apprise them of changes to rules and regulations.
- To share information about coaching opportunities from other areas.
- To be aware of all relevant policies including Bowls Victoria Social Media policy.
- To communicate effectively and efficiently with the Region Board, other committees, member clubs and bowlers

Key roles

- Report regularly to the Region Board meetings.
- Receive any correspondence relating to coaching matters, circulate to coaches in the Region and act upon if required.
- Find opportunities to provide practical skills and information sessions for the Region coaches.

- Arrange for training of coaches including on green assistance and directions regarding current coaching techniques.
- Seek guidance and support through the Gippsland Bowls Region, Bowls Victoria and Bowls Australia.

Appendix L

Position Description: Communications Officer

Position objective

The objective of the Communications Officer is to access and co-ordinate all available opportunities to promote the sport of bowls in the Region.

Position

- Interested members of member clubs from the playing areas will submit expressions of interest to the Region Board.
- The Communications Officer will be appointed by the Region Board.
- The Communications Officer will report to the Region Board on a regular basis.

Responsibilities

- To develop and implement a communications plan to promote bowls in the Gippsland Region.
- To support the Board's vision of lifting the profile of bowls in the Region.
- To manage the use of the Region's logo on all marketing material with the Board.
- To liaise with Board Committees and member clubs.
- To develop a strong working relationship with key Bowls Victoria personnel and club CCOs.
- To provide regular communications reports to the Board.

Key roles

- To identify and pursue opportunities to promote bowls to the wider community.
- To establish a list of media contacts – print and electronic.
- To be the first point of contact for media enquiries.
- To liaise with the Web Manager to promote regional events and championships on the Region's website and social media pages.
- To develop flyers and other material to promote regional events.
- To ensure photographs are taken at all region events, including pennant.
- To develop a photographic library of region events and individuals for use in publicity and marketing.
- To liaise with CCOs to ensure region events are promoted within clubs.

Appendix M

Position Description: Sponsorship Officer

Position objective

The objective of the Sponsorship Officer is to access and co-ordinate all available opportunities to promote the sport of bowls in the Region.

Position

- Interested members of member clubs from the playing areas will submit expressions of interest to the Region Board.
- The Sponsorship Officer will be appointed by the Region Board.
- The Sponsorship Officer will report to the Region Board on a regular basis.
- The Sponsorship Officer will liaise with the Communications Officer where needed.

Responsibilities

- To develop and implement a Region sponsorship plan.
- To develop a strong working relationship with key Bowls Victoria personnel
- To liaise with Gippsport on potential grant opportunities.
- To communicate effectively with sponsors.
- To liaise with the Treasurer and provide regular sponsorship reports to the Board.

Key roles

- To identify and pursue potential sponsorship opportunities.
- To develop a promotions package for potential new sponsors.
- To keep up to date records of sponsors and their levels of sponsorship.
- To ensure all sponsors are appropriately recognised on relevant marketing material.
- To ensure sponsors' names are published on the Region website and on social media when appropriate.
- To prepare and submit Region grant applications in cooperation with the Region Secretary.

Appendix N

Position Description: Web Manager

Position objective

To maintain a Region website and Facebook page (and/or any other “on line” medium) with accurate and up to date information for the Region community and any other interested parties in regard to general information regarding bowls and Region activities

Position

Maintain and develop the website and any other “on line” media

Responsibilities

- To further develop the website as the Region’s key ‘public face’ with the broader community.
- To ensure all information on the website is relevant and up to date.
- To develop a strong working relationship with key Bowls Victoria personnel.
- To manage the Region’s social media platforms, e.g. Facebook.
- To liaise with member clubs and relevant Board Committees.
- To provide regular reports to the Board.

Key roles

- To liaise with the Communications Officer on promoting Region events and activities on the website and social media pages.
- To be the main administrator of the Region’s social media pages.
- To monitor the Board’s social media policy.
- To report social media breaches to the Board Secretary.
- To liaise with the Sponsorship Officer in relation to publishing the names of sponsors on the website.
- To provide opportunities for member clubs to promote their events on the website and on Region social media pages.
- To liaise with the Pennant and State Event Recorder in order to publish results of Region events and pennant in a timely manner.

Appendix O

Position Description: Pennant and State Event Recorder

Position objective

To provide accurate information to the Region and any other interested parties in regard to results and draws of the Region Pennant and State Competitions.

Position

- Liaise with the Competitions Committee in regard to the organisation of Pennant and State competition.
- Maintenance of the “Competitions” section of the BowlsLink database.

Responsibilities

- Liaise with the Region Secretary considering all aspects pertaining to the maintenance of Individual Members’ listing on the BowlsLink database.
- Maintain the “Competitions” section of the BowlsLink database setting up competition entry links.

Key roles

- Oversee the collation of the results of the Midweek and Saturday Pennant matches as entered in BowlsLink by the member clubs.
- Oversee the pennant competition ladders through BowlsLink.
- Receive entries for state events from individual members through BowlsLink.
- Collate entries and oversee the draw for state events using BowlsLink.
- Receive results of state events and enter them into BowlsLink.
- Using BowlsLink, set up events and entry links, lists of bowlers and draws for all competitions.

The above processes, entry numbers and any other state event requirement shall be endorsed in consultation with the Competitions Committee.