**DUTIES AND RESPONSIBILITIES OF POSITIONS AND COMMITTEES**

**DUTIES OF THE OVENS AND MURRAY BOWLS REGION INC OFFICERS**

The duties of the Officers of the Ovens and Murray Bowls Region Inc are as follows:

All officers are to be an affiliated member of a club that is in turn affiliated with the O&M region.

All Officers are bound by the Code of Conduct.

O&M Board meetings are held monthly. Time, day, and location as agreed by Board members.

Delegate meetings held 4 times per year at time, day and place as agreed.

Sub Committee meetings held as agreed by committee members

**President** shall

* be the executive officer of the Region;
* be eligible to renominate annually
* occupy the chair at all meetings other than sub-committee meetings; or

be substituted by the Vice President but in the absence of all such office bearers, the meeting shall appoint its own Chairperson.

* be an ex-officio member of all subcommittees and be included in correspondence generated from the committee
* represent the region at Bowls Vic meetings as Bowls Victoria Region Representative (BVRR) representative

**Vice President** (Must be a different gender to President) shall

* deputise for the President as required

**Secretary** shall

* attend meetings of the Region;
* carry out all those duties usually associated with such office; (Prepare agendas, record minutes of meetings)
* maintain a Register of all Club Delegates;
* liaise with website administrator to ensure club contacts, Region Board and region committee details are updated and accurate on the website
* assist all committees in any matter requiring office facilities at the request of the chairperson of such committee;
* establish and maintain proper records and Minutes concerning all transactions, business, meetings, and dealings of the Region together with a record of those present at General and Executive meetings;
* liaise with the Treasurer to forward invoices to member clubs for affiliation fees
* receive correspondence generated from the committees and distribute to member clubs as required
* provide and complete all necessary documentation in accordance with the Associations Incorporation Act;
* complete and lodge the Annual Statement by the Public Officer;
* retain all records and Minutes for a minimum of seven (7) years.
* Shall represent the region at Bowls Vic meetings as a BVRR representative

**Treasurer** shall:

* receive all monies and bank such monies as soon as possible;
* keep a faithful record of receipts and expenditure and of the assets and liabilities and all other financial transactions of the Region;
* prepare a budget of income and expenditure for the Boards consideration
* ensure compliance with Tax Office requirements under the Associations Incorporations Act;
* prepare and submit a Statement of Affiliation Fees to all Clubs, annually;
* report the financial position of the Region at each Executive and Region meeting;
* arrange payment of all accounts approved by the Region Board with the authorising of payment by two of three approved signatories (Treasurer, President and Secretary are the signatories)
* furnish a properly audited statement of accounts and balance sheet to the Annual General Meeting.

Note. The Region is prohibited from making any distribution whether in moneys, property or otherwise howsoever to its members.

**Other Board Members** shall consist of a maximum of five (5) members

* undertake the responsibility of being a Board member seriously and be bound by a strong understanding of the confidentiality of discussion within the Board meetings.
* be prepared to join sub committees or undertake responsibility for the junior, coaching or sponsorship liaison role as requested

**DUTIES AND RESPONSIBILITIES OF THE PENNANT COMMITTEE**

This committee shall consist of a maximum of seven (7) members who will be responsible for the conduct of Pennant in the region. The committee’s responsibilities are:

* to coordinate the club’s pennant sides applications and requests;
* to conduct the draw for the competition immediately entries have closed;
* to prepare a fixture program and circulate Pennant draw for the coming season;
* to advise clubs in writing of the various procedures applicable to the competition for that season, (Toolkit for side managers);
* to arrange the efficient conduct of the Pennant competition;
* to ensure the sides and results are accurately entered to the website after each round and confirm ladders for each Division using the appropriate program;
* to clarify any questions of player eligibility upon request by clubs;
* in conjunction with the Greens Committee, allocate greens for the final series; and
* in conjunction with the Umpires committee, consider and make recommendations for necessary changes to the Rules of Competition and send to the Board for ratification.

Within seven (7) days of any meeting of the Committee, the committee shall send a copy of the minutes and any supporting documentation to the Region Secretary.

**DUTIES AND RESPONSIBILITIES OF THE CHAMPIONSHIP AND SELECTION COMMITTEE (MATCH COMMITTEE)**

This committee shall consist of a maximum of seven (7) members who will be responsible for the Selection of representative teams and the conducting of State events in the region. The committee’s responsibilities are:

**For State events** the committee shall:

* develop a calendar of events and corresponding close of entry dates and ensure that it is widely available to all players
* ensure that each event can be entered by individuals or teams via the BowlsLink portal
* conduct all Region events according to Bowls Victoria rules for competition;
* in writing, refer any recommendation of fines to be administered due to players not being available for their game to the Secretary of the Board
* in conjunction with the nominated member of the Laws and Umpire Committee and the Host Clubs, appoint the appropriate number of umpires and markers for events under their control;
* settle questions of eligibility
* deal with any minor dispute on any matter concerning the games or their management, and
* refer major disputes to the Board

**For Selection of teams representing the Region** the committee shall:

* develop and publish selection guidelines and criteria
* shall conduct selection trials where invited players will be provided the opportunity to display their talents;
* conduct training days after representative sides are selected if possible and
* appoint a side manager for all region representative competitions
* through the Side Manager prepare a report for submission to the Board on the performance of the Region Side for each event; and

within seven (7) days of any meeting of the Committee, the committee shall send a copy of the minutes and any supporting documentation to the Region Board via the Secretary.

**DUTIES AND RESPONSIBILITIES OF THE JUNIOR BOWLS COMMITTEE**

Given the difficulties in bringing juniors together within the region that is geographically broad, O&M is reliant on member clubs working with juniors in their own locality.

* A member of the Board shall be appointed as the contact person who shall:
* be the contact point for juniors looking to compete
* gather information about juniors playing at club level
* try to foster team amongst the juniors
* encourage participation at State level
* offer support to clubs implementing programs with juniors via school programs etc

**DUTIES AND RESPONSIBILITIES OF THE COACHING COMMITTEE**

Bowls Australia and Bowls Victoria have recognised the difficulties experienced in maintaining coaching in the regions.

* There is a greater emphasis on providing support to existing and aspiring coaches through online training.
* The O&M Board shall appoint a Board member or other person who shall:

be the contact point for members to start their coaching career

**DUTIES AND RESPONSIBILITIES OF THE GREENS COMMITTEE**

This committee shall consist of a maximum of four (4) members who have completed the Greens Inspector course or hold a qualification relevant to greens maintenance.

 The Committee shall:

* arrange inspection and reporting on any Green upon request of either the club or the Region Board;
* conduct inspections on new and renovated Greens and advise clubs of any adjustments required for approval by Bowls Vic.
* arrange for Bowls Victoria Greens committee approval for the green to be used for competition;
* provide technical advice to clubs on matters associated with Greens upon request;
* in conjunction with the Region Pennant and Championship/ Selection Committees, recommend Greens that are available and suitable for the playing of Pennant finals and championship events; and
* maintain records of the number of Greens and type of grass used in each Green for each club within the Region.

Within seven (7) days of a meeting of the committee, the committee shall send a copy of the minutes and any supporting documentation to the Region Secretary.

**DUTIES AND RESPONSIBILITIES OF THE LAWS AND UMPIRING COMMITTEE**

This committee shall consist of a maximum of four (4) members who shall each hold the National Officiating Accreditation qualification.

The Committee shall:

* ensure that umpires and potential umpires are trained in accordance with the current programs as established by BA and/ or BV
* be responsible for the administration around the accreditation and reaccreditation of umpires;
* encourage umpires to improve/increase their skills by officiating at region events;
* to work with the pennant committee in consideration of region rules for pennant
* be the committee responsible for the interpretation of all Laws and Rules as they relate to specific events; and
* draft any suggested changes to the Laws of the Sport of Bowls for consideration by the Bowls Victoria Laws, Laws /Umpire Committee.

Within seven (7) days of a committee meeting, the committee shall send a copy of the minutes and any supporting documentation to the Region Secretary.

**DUTIES AND RESPONSIBILITIES OF THE MEDIA COMMITTEE**

**Website**

The Website Administrator is responsible for the administration of the Ovens and Murray Bowls Region Inc Website.

The Administrator shall:

* liaise with the website provider on all matters affecting the operation of the site;
* maintain the Ovens and Murray Bowls Region Inc website for currency of information;
* arrange training and access for competent computer operators to enable articles to be displayed on the website;
* arrange for passwords to be allocated to trained personnel;
* investigate any breaches of security or inappropriate use of the website;
* ensure Region Board approved advertising is displayed on the website;
* provide links to other like websites
* ensure all Executive Committee profiles are up to date; and
* ensure all records, data and archives are maintained and secure.
* To work closely with the Pennant coordinator to ensure pennant records are entered and displayed correctly on the website.
* To provide training for clubs as necessary as required in IT development or changes in underlying systems.
* To be proactive in providing a robust IT system used by all committees and Board that has redundancy built in so functions of the region can continue in the absence of any one person.

**Facebook**

The Facebook Administrator is responsible for the administration of the Ovens and Murray Bowls Region Inc Facebook site.

The Administrator shall:

* maintain the Ovens and Murray Bowls Region Inc Facebook site for currency of information;
* arrange training and access for competent computer operators to enable articles to be displayed on Facebook;
* arrange for passwords to be allocated to trained personnel;
* investigate any breaches of security or inappropriate use of Facebook; and
* ensure Region Board approved advertising is displayed on Facebook;
* To be proactive in providing a robust Facebook site used by all committees and the Board that has redundancy built in so functions of the region can continue in the absence of any one person.

**DUTIES AND RESPONSIBILITIES OF THE SPONSORSHIP AND MARKETING COMMITTEE**

The Region Board shall appoint a director or another person to investigate possibilities of sponsorship.

This person will need to work closely with Championship/Selection committee and Pennant committees to optimise opportunities for sponsorship deals linked to livestreaming of high-profile games, or clothing sponsorship etc.