



Board of Directors Position Descriptions

Table of Contents

| | |
|---|----|
| PRESIDENT | 3 |
| POSITION DESCRIPTION | 3 |
| DUTIES OF THE PRESIDENT | 3 |
| ANNUAL GENERAL MEETING PREPARATIONS | 4 |
| VICE PRESIDENT | 4 |
| POSITION DESCRIPTION | 4 |
| TREASURER | 5 |
| POSITION DESCRIPTION | 5 |
| DETAILS OF TREASURER'S POSITION GUIDE | 5 |
| SECRETARY | 7 |
| POSITION DESCRIPTION | 7 |
| PAST PRESIDENT | 7 |
| POSITION DESCRIPTION | 7 |
| COACHING CHAIRPERSON | 8 |
| POSITION DESCRIPTION | 8 |
| CHIEF DRAWMASTER | 8 |
| POSITION DESCRIPTION | 8 |
| DRAWMASTER | 9 |
| GREENS CHAIRPERSON | 10 |
| POSITION DESCRIPTION | 10 |
| INTERCLUB COMPETITION CHAIRPERSON | 11 |
| POSITION DESCRIPTION | 11 |

| | |
|--|----|
| DUTIES: | 11 |
| MEMBERSHIP COMMITTEE CHAIRPERSON | 12 |
| POSITION DESCRIPTION..... | 12 |
| NOMINATING CHAIRPERSON | 12 |
| POSITION DESCRIPTION..... | 12 |
| PROPERTY CHAIRPERSON..... | 13 |
| POSITION DESCRIPTION..... | 13 |
| PUBLICITY CHAIRPERSON | 14 |
| POSITION DESCRIPTION..... | 14 |
| RATING COMMITTEE CHAIRPERSON | 14 |
| POSITION DESCRIPTION..... | 14 |
| SOCIAL & HOSPITALITY CHAIRPERSON | 15 |
| POSITION DESCRIPTION..... | 15 |
| SUPPLIES CHAIRPERSON..... | 15 |
| POSITION DESCRIPTION..... | 15 |
| TOURNAMENT CHAIRPERSON..... | 16 |
| DUTIES | 16 |

PRESIDENT

POSITION DESCRIPTION

1. Overall responsibility for Club organization and operation.
2. Chairperson of Executive Committee, Board of Directors and all General Meetings.
3. Main Club contact with Park Management.
4. Has signing authority on Club checks.
5. Assists in preparation of Committee budgets for the next bowling season.
6. Together with the Vice President, completes space requirements for coming season for presentation to Park Management.
7. Serves as ex-officio member of all committees except Nomination Committee.
8. Appoints all Standing Committee Chairpersons and announces appointments at the Annual General Meeting.
9. Appoints special committees or additional standing committees as deemed necessary to carry out the work of the club.
10. Chairs Special Board meeting to plan Fun Day.

DUTIES OF THE PRESIDENT

November Chairs first meeting of the season. Makes sure all members of the Executive understand their duties and are prepared with necessary funds and/or equipment to carry out those duties, including tournament dates, social events and Interclub Competitions.

Checks the tournament schedule to ensure you will be available to present the trophies or have someone else there to make the presentation.

December Chairs monthly meeting.
Makes sure arrangement for New Year's Pot Luck is in place.

January Chairs monthly meeting.

February Chairs monthly meeting.
With the Vice President, fills out and submits space requisition forms for all events in the coming year: Social Events; Fund Raising Events; Tournaments; Board and General Meetings
Has treasurer contact all committees for their input into next year's budget.
Prior to assuming office selects Standing Committee Chairpersons to serve concurrently with the President.

March Chairs monthly meeting.

Chairs Board of Directors Meeting to review and approve annual financial statement.
Board to arrange agenda for Annual General Meeting (Go over minutes of last AGM to see if there is any business arising from the minutes of the last meeting).

Chairs Executive Committee Meeting to recommend auditor for coming year and to present to members at annual meeting.

ANNUAL GENERAL MEETING PREPARATIONS

- Set agenda and have copies made for Board members.
- Agenda to include:
 - Officers and Standing Committee Reports
 - Approval of budget
 - Adoption of auditor's report
 - Approval of auditor for the coming year
- Write President's remarks.
- Arrange for:
 - Key to hall to be picked up
 - Hall to be set up
 - Refreshments to be served
 - Microphones to be set up (Communications Club)

VICE PRESIDENT

POSITION DESCRIPTION

1. Serves on the Executive Committee and the Board of Directors.
2. Replaces the President as required.
3. Assumes responsibilities of duties as assigned by the President.
4. Has signing authority on club checks.
5. Maintains a register of who has keys for the various bowling facilities, and keeps surplus keys secure.
6. Assists all committees as necessary in budget preparation for the upcoming season.
7. May also serve as Chairperson for standing and Special Committee.
8. Together with the President, completes space requisitions for the upcoming season for presentation to park management.
9. Assists the President in setting up the Annual General Meeting and takes part in the same.
10. Responsible for Special Events.

TREASURER

POSITION DESCRIPTION

1. Responsible for administering all financial aspects and transactions for the Club.
2. Responsible for compiling Annual Budget, after consulting with other Board members.
3. Serves as a member of the Executive Committee and the Board of Directors.
4. Prepares a monthly, up-to-date financial report for the Board of Directors.
5. Obtains from and provides to the bank, completed form identifying check signing authority for the current year.
6. Is one of three executives with signing authority on Club checks.
7. Contacts the bank when required to obtain special classification to avoid monthly bank service charges.
8. Arranges for payment of all expenses incurred by the Club.
9. Maintains a Petty Cash fund sufficient for miscellaneous expenses and deposits excess monies in Club bank account.
11. Collects money paid by visiting bowlers and bowl rentals deposited in the box for that purpose.
12. Maintains records for all transactions and retains supporting documentation for all disbursements and receipts. Provides this information to the auditor when required.
13. Reconciles bank statement and Club records monthly or more frequently if required.
14. Monitors Club expenditures to ensure that Committee Chairpersons operate within the approved budget.
15. At the end of each season, prepares financial statements using audited records and presents same for review and approval by the Executive Committee and by the Club members at the Annual General Meeting.
16. Oversees the preparation of the Club budget for the upcoming season by consolidating the submissions of the Committee Chairpersons and presents same for the review and approval by the Executive Committee and Club members at the Annual General Meeting.
17. Reports to the Board of Directors on areas of responsibility as required.

DETAILS OF TREASURER'S POSITION GUIDE

March 31st - Closing of the fiscal year (Current Season)

1. Obtain any outstanding Cash Advances from Committee Chairpersons.
2. Clear out Rental and Green Fee box.

3. Deposit monies from Petty Cash.
4. Issue checks for any outstanding Payables.
5. Ensure that all club records are up-to-date.
6. Coordinate the Audit of Books of Record. Prepare Club records for all transactions for the period being audited.
7. Coordinate the preparation of the Club's Budget for the upcoming season.
8. Prepare Financial Statement of the audited records to be presented to the Board of Directors and subsequently to the Club members at the Annual General Meeting. Statement includes projections through the end of March and the budget recommendations for the upcoming season.

April 1st - Opening of the fiscal year (New Season)

1. Reconcile Bank Statement with Club record to establish opening balance.
2. Prepare checks for Cash Floats for Committee Chairpersons, as appropriate.
3. Obtain monies to establish initial Petty Cash Fund.

November 15th - Banking Arrangements

1. Visit bank to extend special classification for the next 12 months to avoid monthly monthly service fees.

SECRETARY

POSITION DESCRIPTION

1. Serves on the Executive Committee and Board of Directors.
2. Responsible for taking and distributing minutes of Executive Committee and Board of Directors meetings.
3. Handles correspondence where required, which includes typing, filing, etc., sending get-well or sympathy cards and posting correspondence on Club bulletin board when appropriate.
4. Reports to Board of Directors on areas of responsibility as required.
5. Responsible for posting notices of Annual General Meeting on Maple Leaf Lawn Bowling Club bulletin board as laid down in Club bylaws.
6. Responsible for taking minutes at Annual General Meeting and distribution of those minutes as required.
7. Prepares secretarial budget for upcoming season.
8. Maintains Club bulletin board ensuring legibility and neatness of notices posted, old notices taken down, notices not pertaining to bowling are taken down and that the general neatness of the board is maintained.
9. Makes copies of last Annual General Meeting minutes and Agenda for current meeting to distribute to membership.
10. Has Annual General Meeting minutes ready for the following day for the first new Board meeting.

PAST PRESIDENT

POSITION DESCRIPTION

1. Serves on the Executive and Board of Directors in an advisory capacity.
2. Acts as Chairperson of Nominating and Rating Committee.
3. Responsible for acquiring individual tournament trophies and the updating of permanent trophies.
4. Ensures trophy replicas are available for presentation at the end of tournaments.
5. Reports to the Board of Directors as required.

NOTE:

Trophies are purchased and engraved by:
Gulf Coast Engraving & Awards 2205 G Tamiami Trail Port Charlotte, FL
Phone: 941-505-7743

COACHING CHAIRPERSON

POSITION DESCRIPTION

1. Responsible for maintaining and updating of Club instruction manual for Beginners, Leads, Seconds, Vices and Skips.
2. Responsible for training coaches to assist in all classes of instruction.
3. Responsible for teaching Beginners' classes as required.
4. Responsible for Leads, Seconds, Vices and Skips training reviews which includes signals, duties, etiquette, responding to new bowlers, etc.
5. Ensures bowlers who have been promoted from Lead to Vice and Vice to Skip by the Ratings Committee are totally versed in their duties.
6. Responsible for setting dates for classes for the above.
7. Prepares coaching/instruction budget for coming season.
8. Responsible for developing and training a successor.
9. Serves as a member of the Board of Directors and reports on area of responsibility.

CHIEF DRAWMASTER

POSITION DESCRIPTION

1. Responsible for selection and assignment of knowledgeable Drawmasters to operate each jitney.
2. Ensures each Drawmaster is in possession of a shed key.
3. Instructs all Drawmasters and ensures each is familiar with his/her duties. (See Drawmaster position description).
4. Informs Maintenance Chairperson of any supply shortages and of equipment requiring maintenance or repair.
5. Ensures a replacement Drawmaster is assigned in the event a regularly assigned Drawmaster is unavailable for any reason.
6. Provides input for annual Club budget for Drawmaster supplies or requirements.
7. Identifies an experienced back up in the event of absence.
8. Serves as a member of the Board of Directors and reports on area of responsibility.

DRAWMASTER

1. Possesses key for equipment shed.
2. Monitors Club bowls usage and collects rental fee if applicable.
3. Collects appropriate fee from all visitors wishing to bowl in a jitney. (See Drawmaster Bulletin Board for detailed information).
4. For assigned jitneys:
 - a. Opens equipment shed, bowls cabinet and tag cabinet. (Keys for tag cabinet and bowls cabinet hang on a hook in the equipment shed).
 - b. Returns keys to equipment shed immediately after opening tag cabinet. (To ensure that key is not locked in tag cabinet).
 - c. Places tag container on the draw table so it is available to receive tags as members arrive for jitney.
 - d. Sets up rink markers, either east-west or north-south in accordance with the Greens Chairperson's program (See Drawmaster's bulletin board).
NOTE: when a heavy dew is on the green and the Greens Chairperson is not available, the Drawmaster will arrange for dew to be swept off prior to commencement of play.
 - e. Ensures sufficient equipment is put out for game use i.e. mats, jacks, hog line markers, chalk, brushes and if required, the 8ft. by 4ft. protective mats.
 - f. Prior to the draw being made, lays out Skip, Vice and Lead tags to determine how many rinks need to be used and the types of games to be played i.e. pairs, triples or fours. (Using the Drawmaster's chart on the bulletin board).
 - g. Equalizes the number of Skip, Vice and Lead tags if necessary by elevating Vices to Skips, Leads to Vices or vice versa. Players being downgraded or elevated should be advised prior to the draw as appropriate.
 - h. After balancing the number of tags between the three positions, place all tags in their respective section of the tag container ready to make the draw.
 - i. At specified draw time, calls all players together at the tag cabinet where the team draws are to be made.
 - j. Announce the number of rinks to be used and the type of games to be played.
 - k. Ask any player to randomly draw the first Skip's tag from the appropriate section of the container. Announces the name and hangs the tag on the inside hook of the rink to be used.
 - l. Ensures the Skip selects his/her Vice and Lead tags at random from the sections of the container and hangs those tags on their respective hooks. The Skip then draws a tag from the Skips section of the container to determine the opposing Skip. This random drawing continues until all tags have been drawn.
5. After games have been completed, ensures all equipment is returned to the shed, the equipment is stored neatly in the proper location, the tag cabinet key is hung on the hook above the window in the shed, locks the bowls cabinet and then locks the equipment shed.
6. Ensures members' tags are hung in the tag cabinet in numerical order, the cabinet is locked and the draw table is lowered to its hanging position.
7. Reports to the Chief Drawmaster.

GREENS CHAIRPERSON

POSITION DESCRIPTION

1. Responsible for the bowling green.
2. Direct contact with the park Golf Course Superintendent, who acts as consultant and greens keeper and Maple Leaf General Manager if necessary.
3. The Park personnel are responsible for:
 - i. Grass properly cut at least three times per week
 - ii. Grass verticut, aerated and chemically treated for bugs, mould, fungus
 - iii. Deweeding by chemical or manual means
 - iv. Sanding, dragging, seeding, fertilizing, watering
4. Responsible for play or no play on the green, especially in inclement weather.
5. Works with the Chief Drawmaster and the jitney Drawmasters on the daily use of the green.
6. Works with the Club Maintenance Chairperson as required where duties may overlap.
7. Prepares schedule for extra mowing and rolling required for tournaments, to be given to the Golf Course Superintendent at the beginning of the lawn bowling season.
8. Works with an assistant greens keeper to ensure continuity with an experienced back up who is available to take over in case of an emergency.
9. Prepares greens budget for coming season.
10. Compiles calendar for coming season with copies available for review at March Board meeting and approved copies available for members at fall registration. Distributes final copy to Board members and webmaster.
11. Serves as a member of the Board of Directors and reports on area of responsibility.

INTERCLUB COMPETITION CHAIRPERSON

POSITION DESCRIPTION

1. Operates the interclub competition tournament series with other lawn bowling clubs on behalf of the Board of Directors.

It was decided by the Board of Directors (100%) on March 22, 2007 that as this is now a very competitive league. Our teams need to be as strong as we can make them to represent the Maple Leaf Lawn Bowling Club at a respectable level.

DUTIES:

1. Contacting the Club executive, management and deemed workers in the Club to see if they are available to participate in a tournament or tournaments as invited by the Interclub chairperson. Additions may be added to this from the ratings listing.
2. Setting up competitive teams (at the discretion of the Interclub chairperson) to well represent Maple Leaf Lawn Bowling Club.
3. Posting of the members chosen and the makeup of each team.
4. Setting up of automobile transportation when the tournament is away.
5. Ensuring proper speeches are made before and after games at host clubs.
6. Using prescribed tournament procedures. Making necessary arrangements with greens and social committees.
7. Notifies the front gate of the arrival of out of town bowlers and their expected time of arrival
8. Serves as a member of the Board of Directors and reports on area of responsibility.

MEMBERSHIP COMMITTEE CHAIRPERSON

POSITION DESCRIPTION

1. Responsible for setting up membership registration at Welcome Back Party which includes:
 - a. printing of the members information sheets
 - b. issuance of a registration package for the coming season receiving of registration money from members
 - c. balancing of the money and the turning over of same to the Treasurer for deposit to the Club's bank account
2. Responsible for receiving membership monies and ensuring the monies are turned over to the Treasurer for deposit throughout the bowling season.
3. Responsible for ensuring membership names are added to the computer information program for listing.
4. Responsible for distributing the updated membership list to other committees as required.
5. Posts updated membership list on the Club bulletin board.
6. Responsible for updating membership information and tags in the tag box.
7. Ensures a complete membership listing is forwarded to the Secretary at the end of the year for filing with the Annual General Meeting minutes.
8. Serves on the Board of Directors and reports at the monthly Board meeting and the Annual General Meeting the number of current members.

NOMINATING CHAIRPERSON

POSITION DESCRIPTION

1. Solicits and/or confirms candidates for Executive Committee positions.
2. When nominees are confirmed a Nominations Report is posted on the designated notice board at the Charlotte Centre ten days prior to the Annual General Meeting.
3. Accepts additional Nominees up to two days prior to the Annual General Meeting.
4. Presents Nominees at the Annual General Meeting for a vote by the membership if necessary.
5. Conducts any voting procedure if necessary as follows:
 - a. selects scrutinizers counts ballots announces results
 - b. requests a motion to destroy ballots.

PROPERTY CHAIRPERSON

POSITION DESCRIPTION

1. Responsible for the maintenance and neatness of the area surrounding the green, including caring for the following:
 - a. installing, care and storage of sunshades
 - b. benches, tag table and cupboard and score boards
 - c. bowling equipment such as mats, rakes, brushes, jacks, Club bowls, sand storage box
 - d. fire ant control concrete areas
 - e. Club notice board
2. Maintenance painting where required such as sand box, storage shed and bowling green backboards.
3. Contacts park personnel, or own members where maintenance requires professional people such as wiring, lighting, plumbing, etc.
4. Contacts woodworkers, or own members where carpentry work is required.
5. Works with Greens Chairperson where there may be an overlap of duties.
6. Contacts Club members where additional help is required.
7. Responsible for the neatness of the bowling storage shed contents.
8. Takes equipment inventory when required by park management.
9. Responsible for arranging Christmas decorating of the Charlotte Center.
10. Identifies an experienced back up in case of absence, emergencies, etc.
11. Arranges the room setup for the Annual and any other special meetings.
12. Prepares maintenance budget for coming season.
13. Serves as a member of the Board of Directors and reports on area of responsibility

PUBLICITY CHAIRPERSON

POSITION DESCRIPTION

1. Responsible for being aware of the club's publicity/advertising needs and of devising ways to best communicate to the anticipated audience including, but not limited to the preparation of notices for Channel 195 and presentations at the monthly Homeowners' Meeting (or delegate someone when necessary).
2. Responsible for the gathering of information for the park's newsletter "Accents", preparing a suitable article and ensuring the copy is sent to the Accents' editor in time for inclusion in each monthly addition.
3. Prepares, as required or requested by the Treasurer, a publicity budget for the coming season.
4. Sends all email "Blasts" to members as required
5. Emails information updates to the club webmaster for posting.
6. Serves as a member of the Board of Directors and reports on area of responsibility.

RATING COMMITTEE CHAIRPERSON

POSITION DESCRIPTION

1. Select a minimum of 2 committee members who bowl in jitneys regularly and are qualified to appraise the skill level of all members.
2. Arrange meetings to review and make changes as required.
3. Maintain the prescribed ratio of skips, vices and leads.
4. Maintain the rating records of all club members.
5. Advise club members of the pending rating changes.
6. Distribute updated copies of rating documents to committee members, Tournament Chairperson and Interclub Committee Chairperson.
7. Notify Membership Chairperson of rating changes so the tags may be updated.
8. Report to the Board of Directors on area of responsibility.

SOCIAL & HOSPITALITY CHAIRPERSON

POSITION DESCRIPTION

1. Arranges hosts and/or hostesses to staff kitchen for all tournaments and social events including the Annual General Meeting.
2. Arranges to get key for the kitchen the night before the event from the Building Manager and return the key immediately after the event.
3. Purchases supplies for all tournaments and social events including the Annual General Meeting.
4. Ensures that the kitchen is left in the same condition as it was prior to using it.
5. Prepares the Social and Hospitality budget for the coming season.
6. Serves as a member of the Board of Directors and reports on area of responsibility.

SUPPLIES CHAIRPERSON

POSITION DESCRIPTION

1. Keeps stock of bowling supplies on hand such as Grippo, Club pins, measuring tapes, bowl chalkers, etc.
2. Orders new bowls, bags and other needs not held in stock from the supplier.* All supplies are to be sourced from the USLBA in California
3. Informs the member of the arrival of special ordered items. The member pays the invoice by check to the Maple Leaf Lawn Bowling Club.
4. Remits all supplier invoices to the Treasurer for payment.
5. Serves as a member of the Board of Directors and reports on area of responsibility.

TOURNAMENT CHAIRPERSON

DUTIES

1. Responsible for operating all in-club tournaments which includes:
 - a. Posting of a tournament sign-up sheet including information regarding each tournament on the date laid out in the Tournament Guidelines.
 - b. Conducting the tournament draw from the tournament sign-up sheet.
 - c. Posting the tournament draw on the date laid out in the Tournament Guidelines.
 - d. Ensuring each tournament is operated in accordance with prescribed tournament guidelines.
2. Ensures individual trophies are available for all tournaments as purchased by the Past President.
3. Ensures tournament supplies such as chalk, scorecards, pencils, card supports, etc. are on hand at each tournament.
4. Ensures there is an umpire on duty at all tournaments if possible.
5. As Chairperson of the Tournament Committee makes selection of committee members and appoints a member of the tournament committee to sit on the rating committee.
6. Prepares tournament dates for coming season.
7. Prepares tournament budget for coming season.
8. Serves as a member of the Board of Directors and reports on area of responsibility.