



Annual General Meeting - Agenda

November 5, 2021



Courtenay Lawn Bowling Club
AGM Agenda

1. Annual General Meeting			
Date	November 5, 2021	Location	On line
Attendance	Ron Boney, Archie Harris, Linda Harris, Pete Harding, Carole Nelson, Stephanie Walters, Dick Divine, Linda Meers, Gordie Marsh, Tim McGiffin, Michael Lynch, Vern Greenhill, April Gilchrist, Rosemary Montreuil, Dean Penny, Sandy Tonnellier, Henry Saucier, Marguerite Sklarchuk, Heather Divine.		
Absent			
Called to Order 6: 10 pm	Members Present 19	Quorum Achieved Yes, a quorum is reached.	
2. Moment of Silence for those that have passed.			
We will observe a minute's silence regarding members who have passed away since our last general meeting. Sadly over the summer Ed Talboom passed away.			



3. Agenda

3.1.	Motion to accept	The Agenda as presented
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Motion By	Seconded by	For	Against	Abstained
Sandy Tonnellier	Carole Nelson	18	0	
Minutes from the previous SAGM				
3.2.	Errors or Omissions:			
3.3.	Motion to accept	Minutes from the previous SAGM meeting of April 10, 2021		
Motion By	Seconded by	For	Against	Abstained
Michael Lynch	Stephanie Walters	18	0	



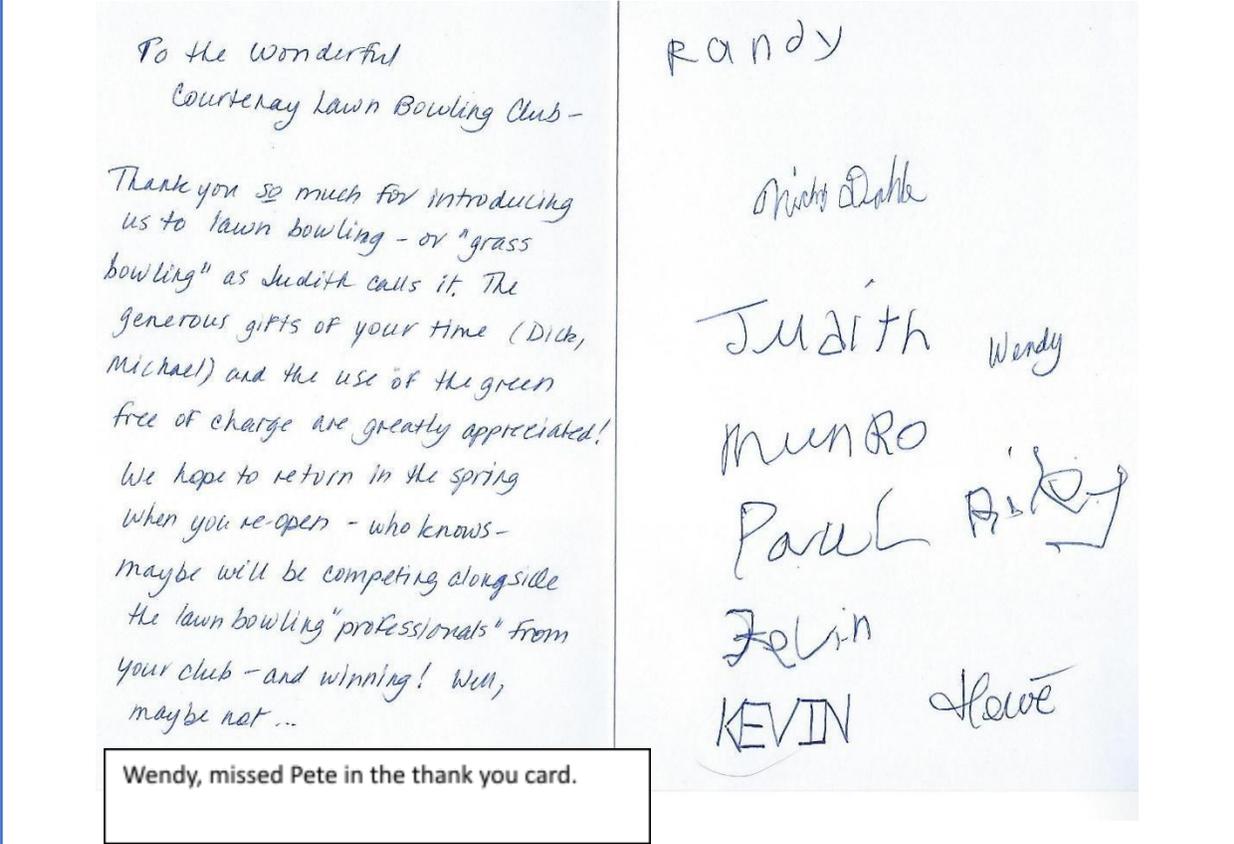
Courtenay Lawn Bowling Club
AGM Agenda

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4. Reports				
4.1. President Report	See attached report - Dick			
4.2. Vice President	N/A			
4.3. Treasurer	See attached report - Steph			
4.4. Greens	See attached report- Vern			
4.5. Games				
4.6. Coaching	See attached report - Michael			
4.7. Club Committee	Not required for this meeting			
4.8. Strategic Plan	See attached report - Dick			
4.9. Membership	See attached report - Dick			
4.10. Community Awareness	See strategic plan report - Dick			
4.11. Club Culture	See strategic plan report - Dick			
4.12. Use of the green	See strategic plan report - Dick			
4.13. Garden Project	See attached report - Michael			
4.14. Volunteering Report	See attached report - Dick			
4.15. Motion	To accept the reports as presented.			
Motion By	Seconded by	For	Against	Abstained
Sandy Tonnellier	Linda Meers	18	0	



**Courtenay Lawn Bowling Club
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5. Correspondence	
5.1. L'Arche	Thank you from the L'Arche Society. Please see the attached thank you card from the participants.
	
6. Business arising from the correspondence	
6.1.	None
7. Business arising from the last meeting minutes:	
7.1. Shelter Covers Update	<p>The installation company for the support poles requested that we close the green while the work is undertaken. 8.1.2. The poles have been installed, and we are awaiting the trimming of the posts to the correct height.</p> <p><i>Dick reported that this is now done, and the club can proceed with the benches and supports for the canopies</i></p>
7.2. Benches Update	<p>We have received feedback on the bench's design from several members, along with five new benches being sponsored by the generosity of our members. We ask the Membership to support the installation of 10 benches for a total cost of \$3000 plus tax.</p> <p><i>After discussion, it has been agreed that the club will add the sponsored benches purchased by several club members to the original ten benches.</i></p>
7.2.1. Motion to accept	Install ten benches as per the prototype for a total cost of \$3000 plus tax.



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Motion By	Seconded by	For	Against	Abstained
Michael Lynch	Carole Nelson	18	0	
7.3. Member's Handbook		The new member's handbook was distributed to all 2021 members. <i>It was agreed that we would offer new members the choice of a printed copy or the online version of the document.</i>		

8. New Business				
8.1. Bylaws – Junior members		<p>Executive proposes the following change to the Bylaws The existing bylaw reads: <i>A Junior member shall be under the age of nineteen 19). They shall pay the full dues for the Zone, Bowls BC and Bowls Canada plus 50% of the regular club dues for both Membership and coaching. A Junior member shall not be entitled to voting privileges. A Junior member must be supervised by an adult both on the greens and in the Clubhouse. They will not be given a key to the premises.</i></p> <p>New Business The proposed changes are to give junior members the right to vote and to change the fee structure (proposed changes are highlighted in yellow).</p> <p>A Junior member shall be under the age of nineteen 19). The fees for junior members are to be established by the executive when developing the fees for all members. A Junior member shall be entitled to full voting privileges. A Junior member must be supervised by an adult both on the greens and in the Clubhouse. They will not be given a key to the premises.</p>		
Motion to accept		The above changes to the bylaws for Junior Members		
Motion By	Seconded by	For	Against	Abstained
Michael Lynch	Sandy Tonnellier	18	0	



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8.2. Business League	Establish a league for businesses to play against other businesses or organizations one evening per week for about six to eight weeks,			
Motion to accept	the formation of a Business League			
Motion By	Seconded by	For	Against	Abstained
Heather Divine	Michael Lynch	18	0	
8.3. Air Quality	Recently Bowls BC and viaSport had added Air Quality readings to the safe play procedures for lawn bowling. The is required to monitor and advise the participants of any air quality alerts. The bulk of the responsibility remains with the participants to understand their issues and to take appropriate action. A high air quality number may result in a game being stopped or postponed without penalty to the player concerned about air quality.			
8.4. Membership Committee	Establish a Membership Committee that operates between February and the end of May to ensure the club's new and returning members are provided with the most recent information. <i>Michel mentioned that his wife does this with another organization and it is very helpful.</i>			
Motion to accept	Establishment of a Membership Committee			
Motion By	Seconded by	For	Against	Abstained
Michael Lynch	Sandy Tonnellier	18	0	
8.5. Fundraising Committee	Establish a Fundraising Committee to work with local businesses in obtaining sponsorships for the club event (club leagues, tournaments, and the future business league within the club.			
Motion to accept	Establishment of a Fundraising Committee to work with local businesses in obtaining sponsorships for the club event			
Motion By	Seconded by	For	Against	Abstained
Dean Penny	Gordie March	18	0	
8.6. Safe Sport Strategy	Bowls Canada has developed a Safe Sport to ensure that everyone in the sport of lawn bowls is able to enjoy the sport. Bowlers, coaches, umpires and volunteers have the right to participate in a safe and inclusive environment that is free of abuse, harassment or discrimination. This action has been introduced to assist the club in reducing the number of new players that do not return for the second year.			
Motion to accept	To participate in the Safe Sport Strategy as put out by Bowls Canada			
Motion By	Seconded by	For	Against	Abstained
Michael Lynch	Rosemary Montreuil	18	0	
8.7. 2021 Awards	The executive suggests holding the 2021 awards in the spring of 2022. By moving the awards to the spring could make for an excellent starting event for the 2022 season.			
Motion to accept	Moving the awards to the spring of 2022 could make for an excellent starting event for the 2022 season.			
Motion By	Seconded by	For	Against	Abstained
Stephanie Walters	Carole Nelson	18	0	



Courtenay Lawn Bowling Club AGM Agenda

9. Elections

An important part for all organizations is when members volunteer to take on a role in the running of their club. This is a very rewarding part of being a club member to ensure the vitality and enduring value of the club. In this fall AGM I will be calling on members to stand for a position on the executive committee. All positions of the executive are decided by ballot. Members are encouraged to put their name forward to Michael at any time before the meeting. Or you may on the day of the AGM add your name for a position on the executive. I am available to answer any inquiries about any position on the executive. Please consider helping your club now or plan to help your club next year by taking on an executive role.

The vice President executive position has not been filled in the previous two years. I encourage all members to take an active role in filling this position. By taking it on themselves. Or by supporting a member who has expressed an interest in the position. Or discussing the position of Vice President with the member who you think would enhance our club with their strengths and abilities. I am confident with our members collective efforts we will have a new Vice President this fall.

Michael Lynch
Past President
Elections Fall 2021

Please see attached Executive position descriptions.

9.1. President	Dick Divine by acclamation
9.2. Vice President	April Gilchrist was voted in as Vice President
9.3. Treasurer	Stephanie Walters by acclamation
9.4. Secretary	Heather Divine by acclamation
9.5. Greens	Tim McGiffin voted in as greens chair
9.6. Games	Dean Penny by acclamation

10.Meeting Adjourned

10.1. Meeting Adjourned	7:57 pm
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Minutes from previous meeting



SAGM Agenda 2021

Agenda & Minutes			
Date	April 10,2021	Location	Online
Attendance	Stephanie Walter, Michael Lynch, Vern Greenhill, Dean Penny, Dick Divine, Heather Divine, Linda Meers, Archie Harris, Linda Harris, Sandy Tonnellier, Henry Saucier, April Gilchrist, Hal Gray, Pete Harding, Joan Matherson, Jim Johnson, John Kendall, Keith Lintott, Marsh Mann, Rosemary Montreuil, Pat Norad, Marguerite Sklarchuk, Susan Toresdahl, Carolle Allen		
Absent			
Called to Order 3:05	Members Present 23	Quorum Achieved Yes	
Attendance			

1.	In respect for members who have passed away since our last meeting, we will observe a minute's silence for John Marinus, who passed away in January 2021.
	



SAGM Agenda 2021

Agenda					
2.	<i>Motion to accept</i>		<i>The Agenda as presented</i>		
	<i>Motion By</i>	<i>Seconded by</i>	<i>For</i>	<i>Against</i>	<i>Abstained</i>
	Michael Lynch	Stephanie Walters	22	0	

3.	Minutes from the previous AGM dated		November 22, 2020		
	Errors or Omissions:				
	<i>Motion to accept</i>		<i>The Minutes from the previous executive meeting of November 22, 2020, as presented.</i>		
	<i>Motion By</i>	<i>Seconded by</i>	<i>For</i>	<i>Against</i>	<i>Abstained</i>
	Linda Meers	Michael Lynch	22	0	

Reports	
4. President Report	
5. Vice President	N/A
6. Treasurer	
7. Greens	
8. Games	

Club Committee	
9. Club Committee	

Volunteering Report	
10. Update	Not required for this meeting

Initiative Reports				
11.	Not required for this meeting			
<i>Motion to accept</i>	Executive and Club Committee Reports as presented			
<i>Motion By</i>	<i>Seconded by</i>	<i>For</i>	<i>Against</i>	<i>Abstained</i>
Jim Johnson	Susan Toresdahl	22	0	

Correspondence	
12.	None

Business arising from the correspondence	
13.	None



SAGM Agenda 2021

Business arising from the last meeting minutes:

14. Life Membership The Executive proposes the following change to the bylaws. Members will be eligible for nomination for life membership after ten years of membership with the Club. Please see attached Life Membership proposal. Life Membership candidates are nominated by another member and countersigned by two other members to agree with the nomination. The Executive will review the nominations before submitting them to the general membership for club approval.

<i>Motion to accept</i>	<i>Proposed Life Membership revision to the bylaws</i>			
<i>Motion By</i>	<i>Seconded by</i>	<i>For</i>	<i>Against</i>	<i>Abstained</i>
Henry Saucier	Michael Lynch	13	9	

New Business

15. Merit Award The Executive proposes the following addition to the bylaws of a Merit Award. See attached addition to the bylaws for Merit Awards. The purpose of this 10award is to recognize member's efforts throughout the year in both services to the Club and competition regardless of the level.

<i>Motion to accept</i>	<i>The Merit Awards into the Bylaws</i>			
<i>Motion By</i>	<i>Seconded by</i>	<i>For</i>	<i>Against</i>	<i>Abstained</i>
Susan Toresdahl	Sandy Tonnellier	17	0	

16. Sport Relief We applied for and were awarded \$5,000 of sport relief money due to COVID 19. After the original award, we have been awarded an additional \$2,500 in funding.

17. Member Handbook We have produced a member's handbook primarily to assist new members in knowing how the works, whom to talk to, and what is typically available to them.

<i>Motion to accept</i>	<i>the Member's Handbook for use within the Club and distribution to new members.</i>			
<i>Motion By</i>	<i>Seconded by</i>	<i>For</i>	<i>Against</i>	<i>Abstained</i>
Stephanie Walters	Carolle Allen	17	0	

18. Garden Project Please see attached CLBC garden plan

<i>Motion to accept</i>	<i>To continue with the garden upgrade planning by planning the projects logistics and reporting back to the members.</i>			
<i>Motion By</i>	<i>Seconded by</i>	<i>For</i>	<i>Against</i>	<i>Abstained</i>
Susan Toresdahl	Rosemary Montreuil	17	0	



Courtenay Lawn Bowling Club

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19. Bylaws	Executive proposes the following change to the Bylaws by adding games chair and greens chair to the Executive's positions. And to change the quorum from 5 to 2/3 due to the reduced number of Executive members. The Club's directors shall be as follows: - President, Past President, Vice President, Secretary, Treasurer, Games Chairperson and Greens' Warden. Except for the Past President, the Club's Directors shall be elected at the Annual General Meeting for a one (1) year term and shall form the "Executive Committee." A Quorum of 2/3 of these directors shall be required to hold an Executive Committee Meeting.			
<i>Motion to accept</i>	Modify the Bylaws to include the Greens and Games Chairs as Executive positions and change the Quorum requirement from 5 to 2/3.			
<i>Motion By</i>	<i>Seconded by</i>	<i>For</i>	<i>Against</i>	<i>Abstained</i>
Keith Lintott	Henry Saucier	13	9	

20. Strategic Planning	It is an opportunity for the members to have a more significant input to their Club's decision-making and help the Executive better understand how the members feel about the Club. This process results in a greater buy-in from the members. It is a good business practice to review where we are going and how we can get there. Some of the benefits of Strategic Planning are: <ul style="list-style-type: none"> • Organizations with a written strategic plan tend to grow. • Strategic Plans help to communicate our vision to sponsors. • Strategic Plans help build sustainability within the Club. The strategic planning committee consisted of twelve-member, representing a cross-section of the bowlers we have in the Club.			
<i>Motion to accept</i>	The Strategic Plan for implementation for the Club beginning in 2021.			
<i>Motion By</i>	<i>Seconded by</i>	<i>For</i>	<i>Against</i>	<i>Abstained</i>
Henri Saucier	Linda Meers	19	0	

21. Mentoring	We can see from our Strategic Planning process that the number of new bowlers returning for the second year is too low. During a player's first year, we bomb bared them with coaching and asked them to play league games and be active with all good intentions. We may think our Club is game-centric as we do little to address the new bowler as a person. I think we believe every new bowler that joins the Club understands the jargon and can relate to the process. What does the new member do? They go to the first friendly face and ask them or do not ask anybody and the result is they may leave the Club. So why not give them a friendly face to talk to in the first place, i.e., a mentoring program. We have many members with a lot of knowledge and experience both in the game and how the Club operates. We do not use this knowledge and experience to our benefit			
<i>Motion to accept</i>	To implement mentoring into the Club for new members effective 2021.			
<i>Motion By</i>	<i>Seconded by</i>	<i>For</i>	<i>Against</i>	<i>Abstained</i>
Hal Gray	Carolle Allen	16	0	



Courtenay Lawn Bowling Club

SAGM Agenda 2021

22. 2021 Fees	Propose membership fee for 2021 is \$100 per person.			
<i>Motion to accept</i>	Accept the 2021 Fees of \$100 per member			
<i>Motion By</i>	<i>Seconded by</i>	<i>For</i>	<i>Against</i>	<i>Abstained</i>
Carolle Allen	Jim Johnson	16	0	

23. Bench Shelter	<p>Nine of the bench shelters are experiencing a sagging roof which gets progressively worst with each snowfall. Presently the aluminum roof frame carries the weight of its structure plus that of the roofing material. The roof structure is supported by two 2.375-inch posts and two 0.750-inch diameter posts. On inspection, we have found that the aluminum roof structure has a few cracks, and the connection to the rear 2.375 posts is slipping down the posts. The roof structure is flexing downwards primarily from the snow's weight and is further compromised by the high winter winds.</p>			
<i>Motion to accept</i>	Accept the proposal to repair the nine shelters and build one bench for a total cost of \$3,700.			
<i>Motion By</i>	<i>Seconded by</i>	<i>For</i>	<i>Against</i>	<i>Abstained</i>
Michael Lynch	Sandy Tonnellier	14	0	

Meeting	
24. Meeting Adjourned	5::45



Reports



Presidents Report November 2021

Regardless of the recent chaos that the world is facing, our Courtenay Lawn Bowling Club members continue to perform at a high level. For us to remain safe during the pandemic, health authorities suggest we remain in our health bubbles. When you consider participating in any group function or sport, our health bubble grows significantly. For some, the increase in their bubble has resulted in health issues; however, we have just completed our second year of COVID-19 restrictions, and our members have not reported a single COVID-19 case. We need to thank each other for our continued efforts to follow the ever-changing. Congratulations to all of you for being great citizens, caring for your fellow members, and doing your part to ensure another safe and successful season.

During 2020/2021, we have accomplished several changes in the way the club does its business. Why did we need to change? In recent years, both volunteerism and participation in club events were down, which affected the club's culture. Supporting, socializing and playing with other members is a large part of the fabric of this club. For the club to be successful, we needed to change how we approach our business slightly as today's members seek a better balance between time spent at play and their other interests; it's fair to say they have more choices and demands on their time. We needed to address how much detail is needed and when we asked for their participation in volunteering or playing in club tournaments.

Volunteering – In recent years, the number of members volunteering has been too low. In reviewing how we advised our members of the need for help, it became evident that we did not provide enough detailed information on what the volunteers would be doing and how long it would take. We also have to provide them enough notice for the volunteer opportunity to fit within their calendar. This change in the notification process has increased the number of members volunteering.

Club Tournaments – In recent years, the number of members participating in club tournaments has been too low. To assist them in creating this better balance, we introduced a thirty-day notice period for all club events to allow our members the opportunity to fit within their calendar. The thirty-day notice of playing opportunities has increased participation in club tournaments while the league number of participants has remained stable.

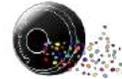
Strategic Planning (aka The big-think)

Twelve members of the club looked at some depth into where the club should be focusing our energies. The outcome of our big-think identified the need to concentrate our energies on the following areas:

1 Membership, attracting, retention.

Areas of concern are but are not limited to:

- Shrinking Membership numbers.
- Retention of New Bowlers.
- The average age of the Membership.
- Attracting New Members.
- Lack of A Recruitment Target Plan.



Presidents Report November 2021

- Lack of Targeting Younger Members.
- Lack of Membership Diversification.
- 2. **Community Awareness**
 - Low Visibility
 - Low Social Economic Area
 - Low Community Awareness
- 3. **Club Culture**
 - The lack of interest in some members to improve their skills
 - Volunteers burn out
 - Not family-friendly.
 - Resistant to change.
 - Member complacency.
- 4. **Increase the utilization of the green**
 - When we look at increasing the utilization of the green, it is a challenging item to address. Based on our pre-Covid membership numbers, the challenge is how to provide playing opportunities during the day and have the same players compete in the club's leagues in the evening. This item will need some input and time spent on it.
- 5. **The appearance of the club grounds**
 - Multi-year plans to beautify the landscaping within the club grounds.

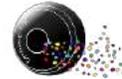
A few other things that kept us busy

Here are a few highlights in no particular order:

- Increased the level of communication to the members.
- Thirty days notice for all tournaments and league games.
- Online recording of game results has sped up the publication of results and standings.
- The Membership has approved bench replacement plans to be completed over the winter months.
- The Membership has approved the installation of additional shelter support posts to be completed in the next month.
- The continued updating of the club's By-Laws.
- The establishment of the Club Committee to ensure that members are heard.
- Executive position descriptions have been developed.
- Strategic Planning

So what is next?

- We need to ensure these projects presently underway are completed.
- The establishment of a working membership committee to develop and implement an effective membership drive model.
- The establishment of a fundraising committee
- The introduction of the BC Air Quality index into the club Members Safety protocols while playing.
- Change the perception of becoming an executive of the club.
 - Our members are reluctant to be executive members.
 - The Vice President position has been vacant for two years. As you know, the vice president ultimately moves into the President role. When the present President



Presidents Report November 2021

steps down, and there is no vice president, the club loses continuity, delays progress, and, even worse, rebuilds the program. Members choosing not to be part of the executive will eventually lead to additional costs. Some clubs have replaced volunteer executives with a paid executive director. Increased costs could result in reduced programs, reduced Membership and reduced overall effectiveness of the club. Executive roles are not demanding, and they do not take up all your spare time. To help you decide to join the executive, we have updated the position descriptions for each role.

Regards

Dick

President
Courtenay Lawn Bowling Club

Profit and Loss

Item 5.3

Courtenay Lawn Bowling Club

Date Range: Oct 01, 2020 to Sep 30, 2021

ACCOUNTS	Oct 01, 2020 to Sep 30, 2021
Income	
Entry fees	\$726.30
Grants	\$7,666.00
Interest earned	\$4.92
Other income	\$498.50
Program Income – Membership Dues	\$4,710.00
Sales - other	\$105.00
Total Income	\$13,710.72
Total Cost of Goods Sold	
	\$0.00
Gross Profit	
As a percentage of Total Income	\$13,710.72 100.00%
Operating Expenses	
Advertising and promo	\$369.60
Bank charges	\$30.00
Benches project	\$317.34
Garden project	\$364.95
Gov't fees	\$40.00
Insurance	\$500.00
Office expense	\$338.83

Operating Expenses		Item 5.3
Repairs & Maintenance		\$407.98
Sand shed		\$495.48
Small Tools and supplies		\$342.07
Sport Relief Funding		\$1,093.00
Trophies and awards		\$280.00
Total Operating Expenses		\$4,579.25

Net Profit	\$9,131.47
As a percentage of Total Income	66.60%

Balance Sheet

Courtenay Lawn Bowling Club

As of Sep 30, 2021

Item 5.3

ACCOUNTS	Sep 30, 2021
Assets	
Cash and Bank	
CU checking	\$13,708.72
Cu Equity	\$5.95
CU Savings	\$9,835.82
Total Cash and Bank	\$23,550.49
Other Current Assets	
Club items for sale	\$778.76
Total Other Current Assets	\$778.76
Long-term Assets	
Furniture and equipment	\$51,925.24
Leasehold Improvements	\$934.90
Total Long-term Assets	\$52,860.14
Total Assets	\$77,189.39
Liabilities	
Current Liabilities	
Bench deposits	\$1,750.00
Key deposits	\$670.00
Total Current Liabilities	\$2,420.00
Long-term Liabilities	
Total Long-term Liabilities	\$0.00

Liabilities

Item 5.3

Total Liabilities **\$2,420.00**

Equity

Members equity \$66,948.30

Retained Earnings

Profit for all prior years -\$1,310.38

Profit between Oct 1, 2020 and Sep 30, 2021 \$9,131.47

Total Retained Earnings **\$7,821.09**

Total Equity **\$74,769.39**

Item 5.4

Greens Report Qctober 15th 2021

Be a while since my last report. It has been somewhat of a strange summer with al the heat and very little rain. With that happening it has put a lot of stress on the green. I have been watering when I can and with help from Dean with punching the dry area's we are staying ahead of things. Tim and I have been using the larger hose to water down all hot spots and that too is helping aswell. Archie' Tim' and John Kendall have been working hard keeping the green and verg looking pretty good. So all in all we are looking good. I am right now looking into costs for the building of our new sandbox so hope to have those figures here very soon. I figure that if we have some cement company come in to pour cement we should consider the cement being poured also for the area where our new stairs are going to be as to make overall costs probably cheaper. It would be nice to have the sandbox built for sure before the end of the season.

I want to say I have enjoyed my time here as the greens warden and know sometimes the position can sometimes be demanding with a lot of challenges along he way. I have appreciated all the help from various members during my time being the greens warden but now feel it is time for me to step away from duties as greens warden. I feel it is time for someone else to step in to take over the reigns. I have talked to Tim McGiffin he is willing to be the next greens warden. I am still willing to help out when and where I can so I am not going to be a forgotten old fossil. Ha Ha. As our season has come to an end I want to thank most of all to Archie' Tim and John for all your hard working keeping our green looking so good I know Tim will do a great job as greens warden. Lalso want to thank the executive for supporting me over the last few years.

Respectfully Submitted By

Vern Your Outgoing Greens Warden



Courtenay Lawn Bowling Club

Courtenay LBC Coaching – AGM 2021

Courtenay coaches shared introductory lessons with ten people this year. Five of those people went on to purchase a membership in our club.

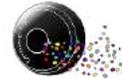
The coaches were available throughout the season to help our members find success on the green. We hope with the new season in 2022 to have greater green accessibility to reintroduce a coaching morning each week. We encourage our members to drop in and chat with a coach about any aspect of bowling. We can share ideas to make your practice sessions practical and progressive as you reach your lawn bowling goals. What shot should I play is often asked of coaches. Discussing tactics is always a healthy discussion and leads to greater confidence in the green next time you're on the mat. Coaches have discussed, planned, and reviewed how we can help our members remain in bowling for many years. Our coach's primary goal is to have our members out on the green enjoying the game, laughing and feeling good about their bowling skills.

During the year, there were regular coaching tips and learning articles published in The Wick. Please take time to thank the publisher of The Wick for their efforts throughout the year.

Many of our members have been fortunate to have had coaching lessons and tactical discussions with Pete Harding. We are sorry to share with you that Pete has decided to pull back from coaching. Pete has been an invaluable member of the coaching team. His quiet manner, thoughtful deliberations, coaching skills and love of the game have enriched his fellow coaches. And indeed many of our members. On behalf of the Courtenay Lawn Bowling Club members, we thank Pete for all his efforts in coaching lawn bowling for so many years. I am sure we all look forward to many more games with Pete in future seasons.

Michael Lynch

Coach



2021 Strategic Planning Report

Last winter, the club chose to look at how it was performing and where there was room for improvement.

To achieve this, twelve brave volunteers entered the realm of strategic planning.

We approached the strategic planning by first developing a SWOT of the organization, which looks at our strengths, weaknesses, opportunities, and threats.

What are the STRENGTHS of the club in no particular order:

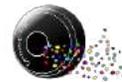
- Great facility
- Well established
- Solid support from the City of Courtenay
- A welcoming membership
- A positive municipal relationship
- Good location for club/greens; lots of parking

What are the WEAKNESSES of the club in no particular order:

- Seen as a sport for seniors
- Low visibility/little marketing
- Ageing of members/retention of members
- Succession for executive and games, greens positions
- Burn out of some volunteers
- Low financial base
- Communications (although we have improved, we need more)
- Non-licensed facility
- Not much support from the community
- a Shrinking membership
- Covid restrictions

What are the OPPORTUNITIES for the club in no particular order:

- More sponsorship.
- Non-competitive games for new players.
- Partnership with other clubs to provide clinics
- Low cost to participate
- Grant opportunity through the community foundation
- Potential to attract more social bowlers
- Maximize the facility more
- More marketing
- Variety of games potential
- Interclub games when available



2021 Strategic Planning Report

What are the external THREATS for the club in no particular order:

- Need new, and dare I say it, younger players.
- The City could retract some services
- Limited members may threaten the viability of the club
- Ageing equipment, sheds and benches.
- Ageing members not bowling as much or limiting the amount of time on greens
- Covid
- Lack of membership diversification

The next stage was to develop our core values (how we want to do business and our impact on the community).

Accountability

Integrity

- Dedicated to ensuring all club actions are honest, transparent, and communicated clearly, to assure a trustworthy environment.

Accountability

- Accountable to our members, volunteers, and external partners for the organization's behaviour.

Inclusivity

- Lawn Bowling embraces all players of all ages, abilities, and interests; we encourage social wellbeing and a sense of community.

Member Safety

- Our players, coaches, officials, volunteers, and visitors have a right to be free from harassment, abuse, unethical behaviour, and discrimination.

Citizenship

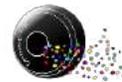
- We conduct our business in a socially responsible and ethical manner. We respect the law, support universal human rights, protect the environment, and benefit the local communities.

Passionate

For the club

- Passion for our sport holds our standards high and allows us to engage others in advancing our mission.

Passionate continued



2021 Strategic Planning Report

Player Development

- We will provide all players with the opportunity to enhance their skill level and challenge them to be the best players they can be regardless of their level of knowledge and physical ability.

Empowerment

- Empower our members to achieve and grow through support, coaching and encouragement.

Respect

Respect for Members

- We hold our present and past members in high esteem. We respect and celebrate their efforts and accomplishments.

Respect for the game

- To be innovative and progressive in the sport while honouring the game's rules, traditions and history.

Respect for each other

- Fundamental for our success is how well we treat: each other, the opponents, the coaches, and officials. The club fosters an environment where members feel that they are valued, heard, and appreciated.

Innovation

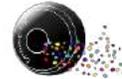
Innovation

- Embrace doing things differently and trying things not tried before. Create environments in which members are given the resources to push boundaries and achieve growth.
- Build relationships with businesses and organizations to promote growth and awareness of the club and the sport.
- Explore innovative and effective economic development and sustainable opportunities.

Celebrate

Success

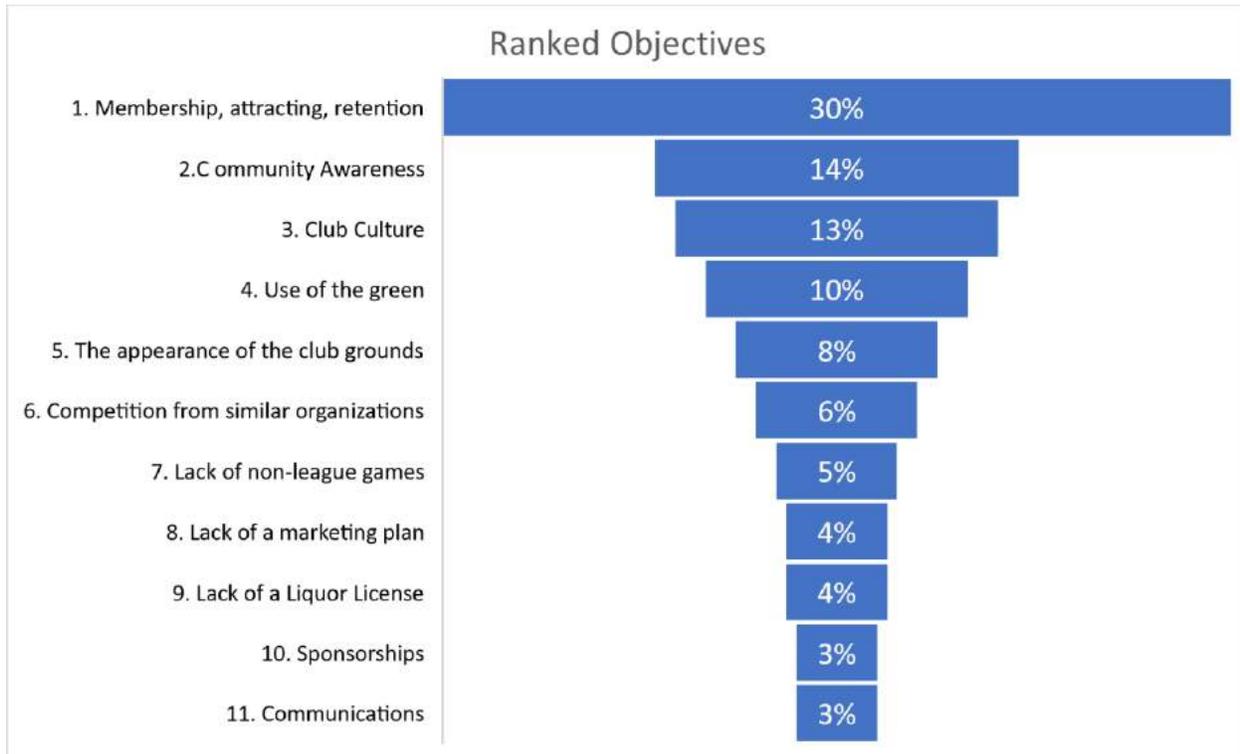
- We continue to celebrate our members' successes, our teammates, the opposition, and the officials.



2021 Strategic Planning Report

We then reviewed the identified weaknesses and threats to the organization and grouped them into objectives. The objectives were then ranked based on our core values.

The graph below shows the results of the ranking.



How are we addressing the identified items?

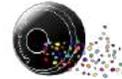
- Firstly, we decided to address the top five items over the next three years.
- We also chose to begin with the objectives that require either approval or involvement from the City of Courtenay as we have no control over how the City operates.

Why will this process take at least three years?

- We have to consider the time to develop, train and implement new or revised processes while working within the constraints of our operating budget.
- Change to the club's culture has to be done with a great deal of sensitivity and training.

Where are we in the process?

- a) #5 Appearance of the club grounds we approached the Parks and Rec, Parks Maintenance and Buildings. They are placing some items from our garden upgrading plan into their budget deliberations packages.
- b) #5 We are moving forward with the replacement of several benches
- c) #1 Membership - We are proposing a membership committee to establish membership protocols to address new member retention and attract new members in January 2022.

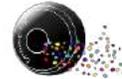


2021 Strategic Planning Report

- d) #3 Club Culture - We provide more information to the volunteer regarding what is expected of them how much time is involved. We are also doing the same process for participants in club leagues and tournaments.
- e) #3 Members Handbook – Development of the member's handbook
- f) #2 Community Awareness – The membership drive should help with community awareness. We will review at the end of 2022 to determine if we have increased community awareness.
- g) #4 Use of the green – This is more difficult than we first thought; for example, if we ask people to play during the day, they are unlikely to want to play again in the evening.

A huge thank you to the members of the Strategic Planning Committee 2020.

- Rosemary Montreuil
- Steph Walters
- Susan Toresdahl
- Sandy Tonnellier
- Heather Divine
- Linda Meers
- Carolyn Kassian
- Michael Lynch
- Pete Harding
- Henri Saucier
- Vern Greenhill
- Dick Divine



2021 Strategic Planning Report

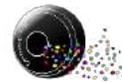
Objective phases.

Objective	2021	2022	2023	2024
#1 Membership, growth and retention	Identified the need to enhance our efforts in attracting new members and retaining second and third-year members.	January 2022. Establish a membership committee.	Review the results and processes and adjust.	Review the results and processes and adjust.
		Develop plans, processes and provide training as required. Implement the plan for the spring membership drive. - Collect statistics		
#2 Community Awareness	Very little accomplished due to Covid restrictions. This objective is affected by other objectives, membership, gardens, club culture.	Undertake this first phase of the objective with the membership growth and retention objective. - Collect statistics	To be determined	To be determined
#3 Club Culture	We continued to provide more detail of volunteer requirements and increased time to organize their calendar.	To continue to adjust how we ask for help and we increase game and tournament participation. - Start the mentoring program.	Review the results and processes and adjust.	Review the results and processes and adjust.
		- Collect statistics on the levels of engagement.		
#4 Use of the green		Club Committee to provide input into this item and bring it to the executive for further input.	To be determined	To be determined
#5 Appearance of the club grounds	Meet with the City of Courtenay to review plans and to seek assistance approval.	Phase 1 Garden Project	Phase 2 Garden Project	Phase 3 Garden Project

Regards

Dick Divine

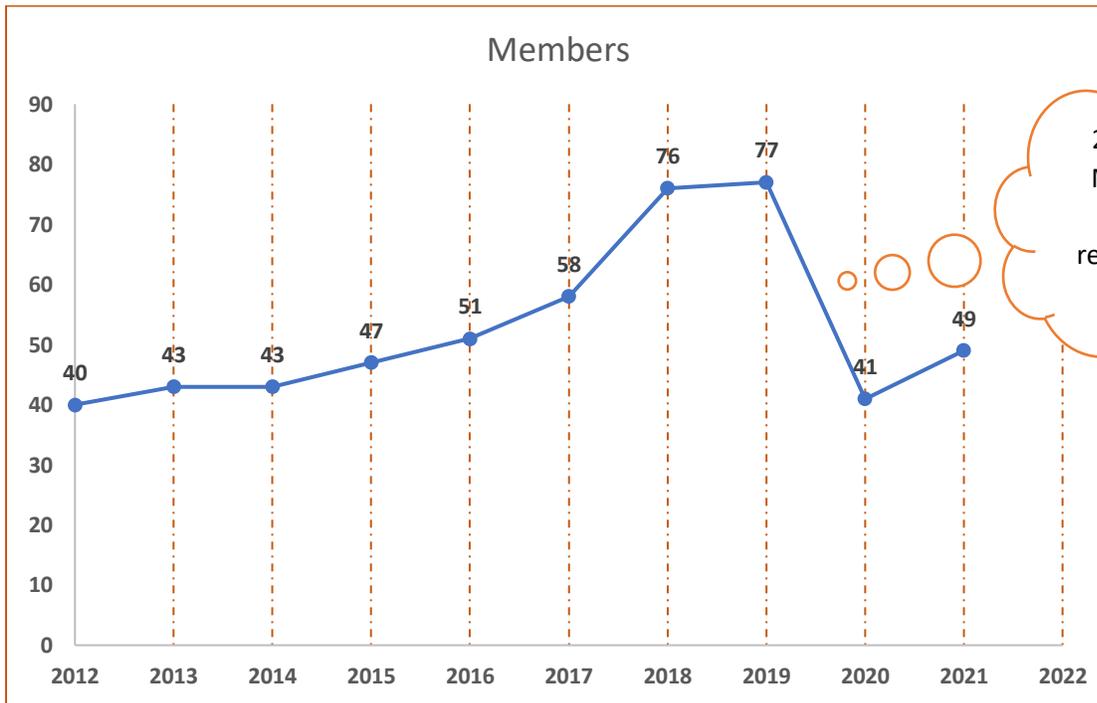
President Courtenay Lawn Bowling Club



Membership Report

In 2020 our membership number dropped due to Covid-19 from seventy-seven to forty-one, and we welcomed three experienced bowlers Jane, Tim and Joe and one novice Joan.

In 2021 our membership grew from forty-one to forty-nine and welcomed four experienced bowlers Ben, Gordie, Leone, Wayne and four novice bowlers, Linda, Judy, Han and Brian.



2020 & 2021 Membership numbers reduced due to Covid 19

Regards

Dick Divine

President Courtenay Lawn Bowling Club

CourtenayLBC Garden Report

Fall AGM 2021

We have shared our Garden Plans with the City. We met with the two senior managers of Courtenay Parks and Recreation, Mike Kearns and Eric Jernslet in August. Their response to our plans were encouraging. Our plans would be included in their year end planning and budget meetings this fall. We stressed our plans were over 3 to 4 years and were willing to help where we could in their implementation.

Our first project was the hanging baskets. All the necessary hardware and plants were purchased. Many thanks to Heather, Stephanie and Leone for their work on plant selection, planting and on going care and watering. Many thanks to the members who during the summer helped keeping the baskets healthy. The baskets were a great addition to our club through our season. Our baskets have been stored this fall. The dirt has been composted ready for next year.

The City arranged paint for our use to revitalize our original deck columns. We painted three of the columns fully. The other three partially as we ran out of paint. More paint has been requested. We are planning to paint the wood behind the lattice below the deck to unify and revitalize our deck area. Many thanks to Dick and Archie in helping revitalizing our deck columns.

The large rhododendron at the end of the deck was planned to be relocated. Unfortunately the extensive roots and limited access denied Tim's plan to successfully transplant this large plant. The area was levelled and lawn planted, to neaten this area.

The sand box relocation to the area between our large greens equipment and small bowling equipment shed has provisional approval from the city. Further checking of drains and other considerations are on going. The concrete blocks purchased by Vern for this purpose will be hopefully used in the new year.

We are looking forward to hearing from the city on their response and hopefully the implementation of our garden plans in the near future.

Respectfully submitted

Michael Lynch

Past President CourtenayLBC



2021 Volunteering Report

Firstly, please accept my apology if I have failed to record anybody's volunteering efforts; please let me know by email and update the data.

We have 49 members in 2021, and based on the numbers, we had 24 members who volunteered for one or more events. These same 29 volunteers shared their time and expertise on average for three events each. (When writing this, I do not have the numbers or names of the people who volunteered to close the green).

We are very fortunate to have almost 60% of our members helping the club achieve its goals. Does this mean that when our membership grows again to eighty, we would have 48 members volunteering or the same 29 volunteers? Only time will tell.

I can not thank the volunteers enough for their terrific work; without them, volunteers are the fabric of clubs like ours, and without them, the club would not be where it is today.

Member	Grounds	Flowers	Painting	Monitors	Strategic Planning	Club Committee	Green Closing	Coaching	Executive
Archie	Grounds		Painting				Closing		
Ben							Closing		
Brian	Grounds								
Carole				Monitoring					
Carolyn					Strategic				
Dean				Monitoring			Closing		Executive
Dick			Painting		Strategic			Coach	Executive
Hal	Grounds								
Heather		Flowers		Monitoring	Strategic			Coach	Executive
Henri				Monitoring	Strategic	Club Comm			
Jane				Monitoring					
Jim							Closing		
Joe				Monitoring			Closing		
John K	Grounds						Closing		
Keith							Closing		
Kent							Closing		
Leone		Flowers					Closing		
Linda M				Monitoring	Strategic		Closing		
Marsha				Monitoring					
Michael		Flowers	Painting		Strategic		Closing	Coach	Executive
Pete				Monitoring	Strategic			Coach	
Rosemary					Strategic	Club Comm			
Sandy				Monitoring	Strategic		Closing		
Shelley				Monitoring					
Stephanie		Flowers		Monitoring	Strategic				Executive
Susan					Strategic	Club Comm			
Tim	Grounds			Monitoring			Closing		
Vern	Grounds			Monitoring	Strategic		Closing		
Wayne							Closing		

Courtenay Lawn Bowling Club

2021 Volunteering Report



Regards

Dick Divine

President Courtenay Lawn Bowling Club

Games Report

November 5th, 2021

Well, another bowling season has finished and we are into our short mat program again, where does the time go?

This past season has been better than the one we experienced in 2020. We were able to start it sooner and as a group we were more comfortable with the needed protocols to help us combat Covid. We managed to compete in the Mixed Pairs, Mixed Triples, Gendered Pairs, Webber Singles as well as our Ladder, Mixed Pairs, Club Singles, Scotch Pairs, Cutthroat, and Classic Pairs. There were even Open Draws that proved to be very cathartic after all the isolation we experienced these past two years.

So, since larger groups were not really permitted these past two years, all the league events had to be arranged through members arranging with other members when to play; the hope/plan is that next season we will be returning to the old favourite of regular scheduled league games. Also returning for next season we will be requiring the teams to turn-in their score cards after each match for recording. While the method of the past two years of skips going online to record their results was, in my mind, successful, we do need to return to card signing and normal routine. That being said, I believe that having the teams tell us who they felt were the “rock stars” of the matches was fabulous and we will have to endeavour to continue collecting that great information.

November 6th we have the District General Meeting so once that is completed, I hope to provide our members with more good news of District level events for the future.

As I had mentioned at the beginning here, our Short Mat program has started and while there is good participation, there is still room for more participants. The Saturday time slots has had one mat and one time slot being used so we have room for more players especially for the 2:00pm turn. As I understand it, the Wednesday session has used just one time slot but two mats so that is some promise.



Correspondence

Item 6.1

Supporting Our Comox Valley Community

This year our club was approached by L'Arche Comox Valley. They wanted to learn about lawn bowling and would it be enjoyed by their members. Coaches Peter and Dick gave an introductory lawn bowling lesson to the staff of L'Arche in early summer. An introductory lesson was shared with four members and staff of L'Arche. It was a success and enjoyed by members and staff. Four consecutive Wednesdays in the fall were booked. We had sunny days and their members were out and enjoying lawn bowling. The club facilities and coaches time was volunteered. It was a very rewarding experience and gratifying to have our club supporting a great organization working in our community. We sincerely thank L'Arche for sharing their appreciation of Courtenaylbc in the local newspaper.

Who is L'Arche?

Across Canada and around the world, L'Arche creates communities of friendship and belonging. In L'Arche, people with and without intellectual disabilities live, work, learn, and grow together. L'Arche demonstrates that when a person with intellectual disabilities take a place at the table, they contribute to a more just, compassionate, and vibrant world for all.



New Business

What is Safe Sport?

Item 9.6

From Bowls Canada

Safe Sport provides a framework to ensure that everyone in the sport of lawn bowls is able to enjoy the sport. Bowlers, coaches, umpires and volunteers have the right to participate in a safe and inclusive environment that is free of abuse, harassment or discrimination.

Bowls Canada's Commitment to Safe Sport

Bowls Canada places the highest priority on a safe and fun environment for all of its participants and we recognize our fundamental obligation and responsibility to protect the health, safety and physical and mental well-being of every individual that is involved in the Canadian Bowls community.

Bowls Canada Boulingrin takes situations involving misconduct or maltreatment very seriously. For this reason, Bowls Canada Boulingrin is committed to enacting and enforcing strong, clear, and effective policies and processes for preventing and addressing all forms of misconduct or maltreatment.

Bowls Canada Boulingrin's policies are intended to promote a Safe Sport environment in a manner that allows for consistent, immediate, appropriate and meaningful action should any issues arise. They are also intended to prevent issues from arising in the first place by communicating expected standards of behaviour.

Bowls Canada Boulingrin also recognizes the recent development of the Universal Code of Conduct to Prevent and Address Maltreatment in Sport ("UCCMS") and its responsibilities to integrate the UCCMS into its policies.

Safe Sport Strategy Framework

After analyzing current Safe Sport practices, facilitating a two-part Safe Sport Strategy Workshop, and initiating a Safe Sport Working Group, a customized BCB Safe Sport Strategy was built on consensus with member associations, clubs and other stakeholders. The intent of the Safe Sport Strategy Framework is for the top priorities to be phased in over the next two years (2021 and 2022) to allow all BCB member associations time to fully understand and integrate each component of the Framework.

Learn more at <https://bowlsCanada.com/en/safe-sport/overview/>



Position Descriptions



The President is a member of the Executive Committee and is elected by the membership
The President is primarily responsible for ensuring that the club sets and meets its goals and objectives, is administered according to the Club Rules, and completes all legal and compliance obligations

Knowledge

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

- ❖ To be well informed of all club activities, especially those of all sub-committees
- ❖ Have an excellent working knowledge of the constitution, club rules and by-laws, policies and procedures, as well as the duties of all officeholders
- ❖ Strong understanding of the legal and compliance obligations of running the club

Governance

Key governance responsibilities include ensuring the club:

- ❖ Defines and documents its club culture and behaviours and continually communicates them to members, players, coaches, supporters and volunteers
- ❖ Ensures the club has clearly defined goals and objectives and documented strategies and implementation plans to achieve them
- ❖ Implements strong financial controls to protect the cash and assets of the club and the volunteers handling the cash
- ❖ Ensures the committee receives regular and accurate financial reporting, budgets and cash flow projections
- ❖ Ensure compliance and legislative obligations are met
- ❖ Ensure the health and safety of all club participants
- ❖ Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures
- ❖ All club positions, roles and sub-committees have regularly reviewed position descriptions or terms of references
- ❖ All club activities are documented in operations manuals, policies and procedures
- ❖ Volunteers are trained and supported throughout the year to undertake their roles successfully
- ❖ Serves on the Executive Committee
- ❖ Has signing authority on club checks



Protect the club's assets, cash and the volunteers who manage them

- ❖ Work closely with the Treasurer on the management of club financial assets.

Meetings, communications, and critical relationships

- ❖ Establish the agenda for each committee and general meeting, including the club's annual general meeting
- ❖ Chair all committee meetings
- ❖ Chair the semi-annual and annual general meetings
- ❖ Act as a spokesperson for the club and represent it locally, regionally and nationally as required
- ❖ Regularly liaise with sub-committees to ensure they receive assistance and support as and when they need it
- ❖ Ensure that all sub-committees are regularly reporting to the committee
- ❖ Liaise with all relevant stakeholders
- ❖ Ensure committee members, executives and coaches fulfil their responsibilities to the club
- ❖ Ensure the critical stakeholder relationships of the club are maintained and nurtured

Essential Skills

- ❖ Enthusiastic and well organized
- ❖ The ability to work in a logical and orderly manner
- ❖ Able to communicate effectively
- ❖ Honest and trustworthy
- ❖ Computer skills
- ❖ To be well informed of all club activities, especially those of all sub-committees
- ❖ Have an excellent working knowledge of the constitution, club rules and by-laws, policies and procedures, as well as the duties of all officeholders
- ❖ Strong understanding of the legal and compliance obligations of running the club



Requirements

The President is expected to:

- ❖ Act in the best interest of the members at all times
- ❖ Communicate effectively
- ❖ Oversee organizational activities
- ❖ Is aware of the future directions and plans of members
- ❖ Has excellent knowledge of the rules of the club and the duties of all officeholders and sub-committees
- ❖ Supports the efforts of the member's inline with the goals and objectives of the club
- ❖ Able to chair a committee or executive meetings
- ❖ An excellent understanding of the sporting and competition requirements at local, regional and higher levels
- ❖ Unbiased and impartial on all issues
- ❖ Receptive to change
- ❖ Dedicated club person
- ❖ Undertake the role in good faith and honesty
- ❖ Hold or willing to apply for a current volunteer "working with children" check
- ❖ Work with the Vice-President and Secretary in setting the agenda for committee meetings, general meetings, semi-annual and Annual General Meetings
- ❖ Act as a spokesperson and represent the club locally, regionally and nationally as required
- ❖ Understanding the goals of the club and providing the drive to achieve those goals

If at any stage the President becomes aware of a personal conflict of interest, real or perceived, between themselves and the club, they should immediately notify the Executive Committee of the conflict

Nice to have

- ❖ Strategic Planning experience



End of year hand over

Updating key documents

At the end of each year, a vital activity will be to review and revise their position description and any other policies and procedures for which they are responsible for ensuring they continue to reflect the role's requirements. The updated Position Description and other documents must be provided to the Club Secretary before each year's Semi-Annual General Meeting and Annual General Meetings.

Induction of the incoming President

An essential responsibility of the outgoing President is to train, mentor and support the incoming President.

The estimated time commitment required as the President is up to two hours per week from March to October and one hour per week from November to February. Please note that during times of membership renewal and membership drives, this time commitment can increase.



The role of Vice President generally is to work closely with and support the club President. The Vice President will undertake the duties and responsibilities of the President if the President becomes unavailable for any reason. (In accordance with club rules)

The role of Vice President is the ideal position for those considering becoming club Presidents in the future, as the Vice President should work closely with the President to support them to undertake the leadership and governance responsibilities of the club.

Responsibilities

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

- ❖ For member discipline, act proactively to reduce the chance of conflict or misunderstanding between members.
- ❖ Responsible for managing all disciplinary proceedings. Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures and promptly.
- ❖ Serves on the Executive Committee.
- ❖ Replaces the President as required.
- ❖ Assumes responsibilities of duties as assigned by the President.
- ❖ Has signing authority on club checks.
- ❖ Maintains a register of who has keys for the bowling facilities and keeps surplus keys secure.
- ❖ Assists the President in setting up the Annual General Meeting and takes part in the same.
- ❖ Responsible for Special Events.

Essential Skills

- ❖ Enthusiastic and well organized.
- ❖ Ability to work in a logical and orderly manner.
- ❖ Able to communicate effectively
- ❖ Honest and trustworthy.
- ❖ Computer skills.
- ❖ To be well informed of all club activities, especially those of all sub-committees
- ❖ Have an excellent working knowledge of the constitution, club rules and by-laws, policies and procedures as well as the duties of all officeholders
- ❖ Strong understanding of the legal and compliance obligations of running the club



Requirements

The Vice-President is expected to:

- Act in the best interest of the members at all times.
- Attend or chair committee meetings.
- Undertake the role in good faith and honesty.
- Hold or willing to apply for a current volunteer "working with children" check.
- Assist the President in setting the agenda for each committee meeting and general meeting, including the club's annual general meeting.
- Act as a spokesperson for the club and represent the club locally, regionally and nationally as required.

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

End of year hand over

Updating key documents

At the end of each year, a vital activity will be to review and revise their position description and any other policies and procedures for which they are responsible for ensuring they continue to reflect the role's requirements. The updated Position Description and other documents must be provided to the Club Secretary before each year's Semi-Annual General Meeting and Annual General Meetings.

Induction of the incoming Vice-President

An essential responsibility of the outgoing Vice-President is to train, mentor and support the incoming Vice-President.

Vice President

Item 10.2



Position Description

Courtenay Lawn Bowling Club

The estimated time commitment required as the Vice-President is up to two hours per week. Please note that during times of membership renewal and membership drives, this time commitment can increase.

DRAFT



Treasurer

Courtenay Lawn Bowling Club

The Treasurer is a member of the Executive Committee and is elected by the membership.

The Treasurer is responsible for ensuring the committee is empowered to manage the club's financial affairs, is responsible for protecting the club'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 club's accounts and produce the club's financial reports for presentation to the committee, the members at the AGM, and comply with all financial reporting obligations contained in the club rules and the Incorporated Associations legislation.

Responsibilities

Empowering the committee to manage the financial affairs of the club

- ❖ Preparation of a club budget at the start of the year for review and to be signed off by the committee.
- ❖ Record all financial transactions in the club's accounting system and maintain a list of club assets and liabilities.
- ❖ Compare actual financial statements for the same period and explain any variances for the committee to review and promptly take action.
- ❖ Provide monthly profit and loss reports and balance sheets to the committee each month (generally presented at each committee meeting).
- ❖ Provide a list of payments for the previous month to the committee at each committee meeting.
- ❖ Provide a list of revenues outstanding and payments to be made to the committee at each committee meeting.

Treasurer

Item 10.3



Courtenay Lawn Bowling Club

Protect the club's assets, cash and the volunteers who manage them

- ❖ Implementing financial management procedures that protect both the club's funds and assets and the volunteers who handle them.
- ❖ Control the club bank account(s), ensuring only those authorized are bank account signatories.
- ❖ Ensure all approved expenditure is paid as when it falls due.
- ❖ Ensure all money due to the club are collected.

Financial reporting

- ❖ Prepare the financial reports to be presented to members at the Annual General Meeting.
- ❖ Undertake all legislatively required reporting and submissions.

Essential Skills

- ❖ Enthusiastic and well organized.
- ❖ Ability to keep concise financial records in the club's accounting system.
- ❖ Ability to allocate regular periods to maintain the financial records of the club.
- ❖ Diligent with receipts and money.
- ❖ Ability to work in a logical and orderly manner.
- ❖ Honest and trustworthy.
- ❖ Financial accounting or bookkeeping experience preferred.
- ❖ Computer skills.

Requirements

The Treasurer is expected to:

- Act in the best interest of the members at all times
- Attend all Executive committee meetings

Treasurer

Item 10.3



Courtenay Lawn Bowling Club

- Undertake the role in good faith and honesty
- Hold or willing to apply for a current volunteer "working with children" check

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

End of year hand over

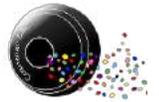
Updating key documents

At the end of each year, a vital activity will be to review and revise their position description and any other policies and procedures for which they are responsible and for ensuring they continue to reflect the role's requirements. The updated Position Description and other documents must be provided to the Club Secretary before each year's Annual General Meeting.

Induction of the incoming Treasurer

An essential responsibility of the outgoing Treasurer is to train, mentor and support the incoming Treasurer.

The estimated time commitment required as the Treasurer is up to one hour per week. Please note that during times of membership renewal, this time commitment can increase.



Courtenay Lawn Bowling Club

The Secretary is a member of the Executive Committee and is elected by the membership.

The key responsibilities of the Secretary are to understand the Club Rules, By-Laws, Policies and Procedures, legal and compliance obligations, and ensure the club is run according to these core requirements at all times.

The Club Secretary is generally the club's nominated representative to comply with the Incorporated Associations Act.

The Secretary is also the club officer responsible for managing, collecting, reviewing and disseminating the club's information and knowledge (e.g. policies and procedures, position descriptions). The Secretary is responsible for collecting all the critical club information created and used during the year and previous years and should coordinate the information and knowledge handover to the incoming committee and relevant volunteers.

Responsibilities

The Secretary is responsible for the administrative tasks of the club, including:

Legislative responsibilities

The Secretary will also act as the "public officer" of the club so generally becomes the club nominated Secretary under the Incorporated Associations Act and as such is responsible for:

- ❖ Notifying the relevant government body of their appointment
- ❖ Lodging on behalf of the club all reports and notices as required by the relevant Incorporated Associations Act
- ❖ Maintaining the club's membership database

Meetings

- ❖ In conjunction with the President, schedule all committee meetings and general meetings (including the annual general meeting) as early as possible
- ❖ Prepare and circulate, at least seven days before each committee meeting, the agenda and supporting reports, including financial reports and any other information required to be considered by the committee



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- ❖ Take the meeting Minutes of each committee and general meeting, circulating them within seven days of the meeting to relevant people
- ❖ Prepare and circulate according to the Club Rules, the notice convening the annual general meeting, ensuring all members are invited
- ❖ If special resolutions are to be considered at a general meeting, ensure the special notification requirements under the Club Rules are met
- ❖ Maintain the minute book of the club committee and general meetings, ensuring the minutes of each meeting are signed by the President, confirming they are a true and correct reflection of the meeting

Communication

- ❖ Handle all general club correspondence, responding to any correspondence as required
- ❖ Oversee and coordinate the club's communication strategy, including its website, email newsletters and social media
- ❖ Be the club's point of contact for key stakeholders, including the local council, local association, and peak sports bodies

Knowledge Management

- ❖ Maintain a register of the latest version of all club documentation, including but not limited to the Club Rules, all policies and procedures, by-laws, position descriptions, subcommittee terms of reference, coach and player development plans
- ❖ Maintain a register of all marketing material relating to the club's activities (letterhead, logos, posters, brochures)
- ❖ Ensure that all volunteers update their position descriptions and operating manuals, policies and procedures and provide the Secretary with the updated version before the Annual General Meeting
- ❖ Coordinate the induction training for the incoming committee, subcommittees, coaches and volunteers

Succession Planning

A vital responsibility of the club secretary is to ensure that a new secretary can be quickly recruited at the end of their term. An effective succession planning strategy is to appoint at least one but often multiple assistant



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secretaries who will be delegated tasks and responsibilities of the Secretary. The Secretary will ensure that when delegating tasks to assistant secretaries that:

- ❖ Expectations are clearly defined
- ❖ The assistant secretaries have been adequately trained
- ❖ The Secretary provides continual monitoring and support

Requirements

The Secretary is expected to:

- ❖ Act in the best interest of the members at all times
- ❖ Attend all Executive and Committee meetings
- ❖ Undertake the role in good faith and honesty
- ❖ Hold or willing to apply for a current volunteer's "working with children" check (if legally required)
- ❖ If at any stage the Secretary becomes aware of a personal conflict of interest, real or perceived, between themselves and the club, they should immediately notify the Club President of the conflict, who will immediately inform all other committee members.

End of year hand over

Updating key documents

At the end of each year, the vital activity of the Secretary will be to review and revise their position description to ensure it continues to reflect the requirements of the role.

The updated Position Description must be included in the club information register before each year's Annual General Meeting.

Induction of the incoming Secretary

An essential responsibility of the outgoing Secretary is to train, mentor and support incoming the incoming Secretary.

The estimated time commitment required as the Secretary is one hour per week between April and September and one to two hours per month between October and March.



The Greens Chair is a member of the Executive Committee and is elected by the membership.

The Greens Chair is responsible for the management and maintenance of the green ditches, plinth, backboards, equipment and safety of the green crew.

Responsibilities

- ❖ For the safety of the green crew to ensure that Occupational Health and Safety work-allo requirements are met.
- ❖ Care and maintenance of the green, including cutting, verticuts, ditches, plinth and backboards.
- ❖ The Green Chair will operate within the budget provided by the club and make everyday purchases (fertilizer, sand, seed, etc.). Extraordinary purchases are to be pre-approved by the Executive Committee.
- ❖ Ensure that the machinery and equipment used for green maintenance are maintained through communication with the Green Crew.
- ❖ Be knowledgeable about the working of the sprinkler system timer, location of turn-off valves, sprinkler heads and other technical knowledge required to keep the system running in the absence of the Green Crew
- ❖ The decision to play on specific rinks due to weather or maintenance needs will be made by the Greens Chair and communicated to the Games Chair and Secretary. Communicate to the members any closure or maintenance activity requiring the reduction in the use of the green.
- ❖ Keep a yearly inventory of standard and extraordinary purchases for the maintenance of the green
- ❖ Ensure that coloured tags are visible in the clubhouse showing rink colour used in an open draw daily. Other activities will use the same colour while the direction will be rotated 90 degrees as required
- ❖ The Greens Chair is required to ensure the safety of all the members while using the green.
- ❖ Training of the future Greens Chair will ensure the continuity of the green maintenance processes and procedures

Protect the club's assets, cash and the volunteers who manage them

- ❖ Implementing financial management procedures that protect both the club's funds and assets and the volunteers who handle them.

Reporting



- ❖ Provide monthly reporting of activities and or concerns to the Executive Committee and at SAGM and AGM meetings.

Essential Skills

- ❖ Enthusiastic and well organized.
- ❖ Diligent with receipts and money.
- ❖ The ability to work in a logical and orderly manner.
- ❖ Honest and trustworthy.
- ❖ Computer skills.

Requirements

The Greens Chair is expected to:

- Act in the best interest of the members at all times.
- Attend all Committee members.
- To provide all reports on time.
- Undertake the role in good faith and honesty.
- Hold or willing to apply for a current volunteer "working with children" check.

If at any stage the Greens Chair becomes aware of a personal conflict of interest, real or perceived, between themselves and the club, they should immediately notify the Club President of the conflict, who will immediately inform all other committee members.

End of year hand over

Updating key documents

At the end of each year, a vital activity will be to review and revise their position description and any other policies and procedures for which they are responsible for ensuring that they continue to reflect

Greens Chair

Item 10.5



Position Description

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the role's requirements. The updated Position Description and other documents must be provided to the Club Secretary before each year's Annual General Meeting.

Induction of the incoming Greens Chair

An essential responsibility of the outgoing Greens Chair is to train, mentor and support the incoming Greens Chair.

The estimated time commitment required as the Greens Chair is up to four hours per week between April and October and approximately one hour per week between November and March. Please note that during times of tournaments, this time commitment can increase.



The Games Chair is a member of the Executive Committee and is elected by the membership.

Responsibilities

Organize, plan and manage all CLBC and inter-club competitions as the "Controlling Body" as laid down in the Laws of the Sport of Bowling. The games falling within the jurisdiction of the Games Chair are all Club competitions and open competitions held under CLBC auspices. The Games Chair shall conduct the daily draw, and a roster shall be prepared showing games committee members responsible for the draw for each day of the week.

Empowering the committee to manage the operation of all games for the Club

- ❖ The Games Chair establishes and trains the games committee members to run the CLBC and inter-club competitions under their leadership.
- ❖ Before the season begins, the Games Chair establishes weekday coordinator/s for all daytime activities (such as daytime leagues and visiting Clubs).
- ❖ By April 1, the Games Chair will develop the league and tournament calendar and promptly update the calendar. The calendar is to be available in the Clubhouse and online for all members.
- ❖ A thirty-day notice for all Club planned activities is in place to ensure that Club members are advised of club events with enough time to adjust their calendars.
- ❖ Preparation and posting of Entry Forms showing rules for CLBC and inter-club competitions, and show how the awarding of game points and determination of the overall standings are to be established.
- ❖ All events are to have the conditions of play, including but not limited to the number of ends to be played and the anticipated number of games to be played, gender, and cost.
- ❖ For the safety of all players during an event, tournament and or league play.



Protect the Club's assets, cash and the volunteers who manage them

- ❖ Implement financial management procedures that protect the Club's funds and assets and the volunteers who handle them.
- ❖ Ensure all money due to the Club is collected and presented to the Treasurer, complete with appropriate paperwork.

Financial reporting

- ❖ Produce financial reports for all games activities, indicating income, expenditures and any profit or loss.

Essential Skills

- ❖ Enthusiastic and well organized.
- ❖ Team player, able to work effectively with others to ensure the success of the Club.
- ❖ The ability to keep concise financial records.
- ❖ Diligent with receipts and money.
- ❖ Ability to work logically and orderly, plan and implement processes in advance of their due date.
- ❖ Honest and trustworthy.
- ❖ Computer skills.

Requirements

The Games Chair is expected to:

- To provide all reports on time.
- Act in the best interest of the members at all times.
- Attend all committee meetings.
- Undertake the role in good faith and honesty.
- Hold or willing to apply for a current volunteer "working with children" check.



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

End of year hand over

Updating key documents

At the end of each year, a vital activity will be to review and revise their position description and any other policies and procedures for which they are responsible for ensuring they continue to reflect the role's requirements. The updated Position Description and other documents must be provided to the Club Secretary by October 30 of each year.

Induction of the incoming Games Chair

An essential responsibility of the outgoing Games Chair is to train, mentor and support the incoming Games Chair.

The estimated time commitment required as the Games Chair is up to three to four hours per week between April and October and from October to April one hour per week. Please note that during times of open tournaments, this commitment can increase.



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Serves on the Executive in an advisory capacity and is not voted into the position by the membership.

Responsibilities

- ❖ Acts as Chairperson of Nominating and other Committees.
- ❖ Solicits and confirms candidates for Executive Committee positions.
- ❖ When nominees have confirmed a Nominations, Report is posted on the designated notice board at the Clubhouse and on the website ten days before the Annual General Meeting.
 - ❖ Accepts additional nominees up to two days before the Annual General Meeting.
 - ❖ Presents Nominees at the Annual General Meeting for a vote by the membership if necessary
 - ❖ Conducts any voting procedure, if necessary, as follows:
 - Selects, scrutinizers, and counts ballots, then announce results.
 - Requests a motion to destroy ballots.
- ❖ Reports to the Executive Committee as required.

Essential Skills

- ❖ Enthusiastic and well organized.
- ❖ Ability to work in a logical and orderly manner.
- ❖ Honest and trustworthy.
- ❖ Computer skills.

Requirements

The Past President is expected to:

- Act in the best interest of the members at all times.
- Attend all committee meetings.
- Undertakes the role in good faith and honesty.
- Hold or willing to apply for a current volunteer "working with children" check.

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



End of year hand over

Updating key documents

At the end of each year, a vital activity will be to review and revise their position description and any other policies and procedures for which they are responsible for ensuring they continue to reflect the role's requirements. The updated Position Description and other documents must be provided to the Club Secretary before each year's Semi-Annual General Meeting and Annual General Meetings.

Induction of the incoming Past President

An essential responsibility of the outgoing Past President is to train, mentor and support the incoming Past President.

The estimated time commitment required as the Past President is up to one hour per week from April to October and one to two hours per month from November to March.