



Courtenay Lawn Bowling Club
Executive Agenda

Agenda & Minutes

Date	September 24, 2021, Clubhouse at 14:55 PM				
Attendance	Stephanie Walters, Michael Lynch, Vern Greenhill, Dean Penny (advised that he will be late today and arrived at 15:45) Dick Divine, Heather Divine				
Absent					
Agenda					
1.	Motion to accept	The agenda as presented			
	Motion By	Seconded by	For	Against	Abstained
	Michael Lynch	Vern Greenhill,	4	0	

2.	Minutes from the Executive Meeting	July 30, 2021			
	Errors or Omissions:				
	Motion to accept	Minutes from the previous executive meeting of July 30, 2011			
	Motion By	Seconded by	For	Against	Abstained
	Stephanie Walters	Michael Lynch	4	0	

Club Correspondence

3. Correspondence	1. Bowls Canada Strategic Planning Committee
	2. 2022 National Senior Triples
	3. Bowls Bc Rep
	4. Membership Fees Bowls Canada
	5. Viasport Newsletter September 2021
	6. QBLBC Indoor Schedule
	7. Membership Recruitment Fund
	8. Response from Powell River

Reports

4. President Report	Not required for this meeting
5. Vice President	Not required for this meeting
6. Treasurer	Not required for this meeting
7. Greens	Not required for this meeting
8. Games	Not required for this meeting

Club Committee

9. Next Meeting	Not required for this meeting
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Volunteering Report

10. Update	Not required for this meeting
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Courtenay Lawn Bowling Club Executive Agenda

Goals and Initiative Reports

11. Inventory Development	Not required for this meeting
12. Table & Chair Dollies	Not required for this meeting
13. Office Modifications	Not required for this meeting
14. Membership	Not required for this meeting

Business arising from the correspondence

15. Membership Recruitment Fund	The funding request form has been completed and submitted.
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Business arising from the last meeting minutes:

16. Powell River	A letter of congratulations has been sent to the Powell River. Within the letter, we suggested that the Port Alberni, Powell River and Courtenay clubs consider an event involving the three clubs for 2022.
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New Business

17. Returning Executives 2021/22	Each of us to confirm our intentions of continuing to the executive for the 2021/2022 season.
18. Date for AGM	Determine the date for the AGM. (AGM to be held within 60 days of the September 30) <i>We are looking at the evening of November 5, 2021, using the Google Meet technology.</i>
19. 2021 Awards	Discussion about the best date to host the Award night, the awards have followed on after the AGM in recent years. Are we happy with this arrangement? <i>After discussion, the executive decided to do awards presentations in the spring of 2022 to present awards in person.</i>
20. Garden Project	Meeting with Eric from the City of Courtenay (Michael) <i>During August, the club's Garden Plan was shared with the City of Courtenay. We then had Senior Managers meet at the club to discuss the Garden Plan. Dick and Michael met with Mike Kearns and walked through areas of the plan. There was a general agreement with the scope of the plan. The space for the sand storage made sense. There will be a need for further planning for the concrete pad as drains in that area. Further feasibility as to the Japanese maples along the fence is needed. Mike shared that he would include our garden plans in this year's planning and budget meetings for work in 2022. Michael met Eric Jearnslet about areas of the plan that directly affected the building. Our original stairs were confirmed as needing replacement. Locating the new stairs to the end of the deck was seen as a good plan. The painting of the posts and the wood below the concrete deck</i>



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	<p><i>to unify the look was agreed upon. More paint will be given to us in the future. The other parts of the plan were briefly covered. A new club sign and its location on the building. The new front entrance and patio were briefly covered. Eric will be bringing our Garden Plans to this year's planning and budget meetings for work in 2022. We emphasized to Mike and Eric our Garden Plan was over three or four years and were willing to help with the work involved. It was pointed out that the handicap entrance needs to be brought up to code, and having an accessible parking spot was also needed.</i></p>
21. Shelter Supports	<p>Shelter supports are due to be installed shortly. <i>We are waiting for a date from the fencing company.</i></p>
22. Proof of Vaccination to play indoors	<p>To meet provincial guidelines, our members must show proof of vaccination before registering to participate in the indoor program. <i>It was discussed that the City of Courtenay was asking for proof of vaccination, and we have decided that the CLBC will also ask for proof of vaccination for the short mat season this year.</i></p>

Motion to accept	Members are required to show proof of vaccination before registering to participate in the indoor program.			
Motion By	Seconded by	For	Against	Abstained
Michael Lynch	Stephanie Walters	4	0	

23. Bylaws - Youth Members	<p>We should consider changing the junior members voting rights from zero to full-members rights at the 2021 AGM. <i>After discussion, it was decided that junior members should be provided with voting rights.</i></p>			
Motion to accept	Change the junior members voting rights to that of a full member effective November 2021.			
Motion By	Seconded by	For	Against	Abstained
Stephanie Walters	Heather Divine	4	0	

24. Calendar of events	<p>As the executive members will begin to change over time, we must leave behind a road map of what and when things happen to ensure the successful transition of positions from one person to another.</p>
25. Position Descriptions	<p>Please see the attached position descriptions for each of the executive positions. <i>It was asked that the executive member review the position description for their position and let Dick know if there are any changes required before September 30, 2021</i></p>
26. Reports from the treasurer.	<ul style="list-style-type: none"> • <i>Stephanie reported that \$166 from the BVINPR had arrived.</i> • <i>There are funds from Comox Valley that CLBC can apply for sponsorship.</i> • <i>Club members have sponsored five new benches</i>



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In-Camera Portion of the Meeting

27. Most Improved Player
2021

Nomination and voting for the Most Improved Player for 2021 have been decided.

Dick reviewed the information from the game's cards, where all players selected the most influential player for each game. After he reported who were the top 5 members, the executive voted on whom they thought also fit the criteria for the 2021 Most Valuable Player

Motion to accept	The nomination for Most Improved Player for 2021 has been decided			
Motion By	Seconded by	For	Against	Abstained
Michael Lynch	Stephanie Walters.	5 (Dean Penny has now joined the meeting)	0	

Next Meeting

28. Next Meeting Date

November date to be determined after the AGM

29. Meeting Adjourned

Adjourned at 1610



Courtenay Lawn Bowling Club
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Motion to accept				
Motion By	Seconded by	For	Against	Abstained



Dick Divine <dick@courtenaylbc.com>

FW: Bowls Canada Strategic Planning Committee

1 message

Robin Forrest <robin.forrest@shaw.ca>

Sun, Aug 22, 2021 at 11:08 AM

To: "dick@courtenaylbc.com" <dick@courtenaylbc.com>, Heather Divine <heather@pipain.com>, Shirley Phillips <shirley.phillips@shaw.ca>, Derek Burke <derekjburke@gmail.com>, Shirley Steven <rssteven@shaw.ca>, Elaine Marentette <emarentette3@gmail.com>, "justsan@me.com" <justsan@me.com>, Frances Tester <fctester@shaw.ca>, Ken Davies <mkdavies@shaw.ca>, Janet Harder <Secretary.QBLBC@gmail.com>, Garrydsteele <Garrydsteele@gmail.com>, "Maitland, Cathy" <cathymai@telus.net>

Cc: Robin <robin.forrest@shaw.ca>

Hello District Club presidents and secretaries

Please read the email from Bowls Canada below.

If you have any questions, please chat with me.

Cheers and thanks.

Robin

District Directors:

Could you please forward this email to all you member clubs. Thank you.

Club Executives.

As you can see from the below email from Bowls Canada, they are establishing a Strategic Planning Committee and is soliciting members from all provinces (especially BC as the second largest lawn bowling province in Canada). Included in the email below is a link to the Strategic Planning Committee Terms of Reference and the committee Application Form. The Applications are to be received by Thursday August 26th. If you have any questions please contact Anna Mees, Executive Director BCB at 613-244-0021 Extension 1.
Thank you.

Harry Carruthers

President

Tel: 604-985-2241

Cell: 604-916-1101



Mees [mailto:amSeroFmrsnut:hdTo:y T HC artictrarru; Lhersynn ChwaAscroftrtacki; Robin Forrest; vice.president@bowlsbc.com; secretary@bowlsbc.com; education@bowlsbc.com; operations@bowlsbc.com; ep.ilbs@bowlsbc.com; rep.nipr@bowlsbc.com; rep.bsi@bowlsbc.com; Distr Vep&D R Robert ; director.bvi@bowlsbc.comay, August 19, 2021 11:04 AMees@bowlsbc.com]

Hello Bowls BC Directors and Representatives!

September 24, 2021 Page #009 Executive Meeting

I hope that you are all enjoying a wonderful summer of bowling and are all staying safe. Last week Bowls Canada put out a recruiting call for a new Strategic Planning Committee. As BC is home to our second largest population of lawn bowlers, Jeff Harding (the Committee Chair) and I both feel strongly that this committee would greatly benefit from having someone from BC as a member. If you or anyone you think would be a good fit might be interested, I would encourage you to learn more at: <https://bowlscanada.com/en/call-for-applications-strategic-planning-committee/> The application process is a short online form that can be found on that same page. Please don't hesitate to reach out if you have any questions or concerns.

Thanks for your consideration!

Anna



Anna Mees (She/her/hers/elle)

Chief Executive Officer | Directrice générale

Bowls Canada Boulingrin

+1-613-222-9530 (m) +1-613-244-0021
ext/poste 1

www.bowlscanada.com |
amees@bowlscanada.com

2451 Riverside Drive, Ottawa (ON) K1H 7X7
Canada



Virus-free. www.avg.com

2 attachments



image002.png
2K



image004.png
2K



Dick Divine <dick@courtenaylbc.com>

Fwd: 2022 National Senior Triples

1 message

Robin Forrest <robin.forrest@shaw.ca>

Sat, Sep 4, 2021 at 2:20 PM

To: "secretary.BVINPR@gmail.com" <secretary.BVINPR@gmail.com>, Nanaimo Lbc <nanaimolbc@gmail.com>, Dean Penny <redguy@shaw.ca>, "patandgwen@telus.net" <patandgwen@telus.net>, Rod Tester <rgtester@shaw.ca>, Athol Trickett <atrickett@shaw.ca>, Derek Burke <derekjburke@gmail.com>, Elaine Marentette <emarentette3@gmail.com>, "qualicumbowling@gmail.com" <qualicumbowling@gmail.com>, Mary Mulligan <raq15@shaw.ca>, Ken Davies <mkdavies@shaw.ca>, Garrydsteele <Garrydsteele@gmail.com>, "dick@courtenaylbc.com" <dick@courtenaylbc.com>, "mdlynchca@hotmail.com" <mdlynchca@hotmail.com>

Cc: Robin <robin.forrest@shaw.ca>

Hello Club presidents and secretaries
See below email.
Cheers and thanks and stay safe.
Robin

District Directors:

Can you please forward this email to your member clubs. Thank you.

Club Executives:

Bowls Canada has selected BC for the hosting province for the National Senior Triples Championships in 2022. The Championship is scheduled to be held approximately mid-September, however, I have been informed that the dates may be flexible depending on the host club needs. Two greens will be required.

If your club, or a combination of close proximity clubs, are interested in hosting the Senior Triples Championships in 2022 can you please let me know by return email at your earliest convenience.

Thank you for your consideration.

Regards.

Harry Carruthers

President

Tel: 604-985-2241

Cell: 604-916-1101





Dick Divine <dick@courtenaylbc.com>

Bowls BC Rep

1 message

Derek Burke <derekjburke@gmail.com>
To: president@courtenaylbc.com

Sun, Sep 5, 2021 at 6:40 PM

Hi Dick:

We are looking for a nominee for the position of Bowls BC rep for the District. Robin Forrest advised that she would not be standing again for the position.
Do you have someone in Courtenay who might take this on?

Cheers,
Derek Burke
Chair, Nominations Committee
BVINPR



Dick Divine <dick@courtenaylbc.com>

Fwd: Membership fees Bowls Canada

1 message

Robin Forrest <robin.forrest@shaw.ca>

Fri, Sep 10, 2021 at 2:51 PM

To: "dick@courtenaylbc.com" <dick@courtenaylbc.com>, Heather Divine <heather@pipain.com>, Shirley Phillips <shirley.phillips@shaw.ca>, Derek Burke <derekjburke@gmail.com>, Shirley Steven <rssteven@shaw.ca>, Elaine Marentette <emarentette3@gmail.com>, "justsan@me.com" <justsan@me.com>, Frances Tester <fctester@shaw.ca>, Ken Davies <mkdavies@shaw.ca>, Janet Harder <Secretary.QBLBC@gmail.com>, Garryd Steele <GarrydSteele@gmail.com>, "Maitland, Cathy" <cathymai@telus.net>

Cc: Robin <robin.forrest@shaw.ca>

Hello Club Presidents and Secretaries

Please see Lynn's email below.

Cheers and thanks.

Robin

----- Forwarded message -----

From: **Administrator Bowls BC** <administrator@bowlsbc.com>

Date: Thu, Sep 9, 2021 at 1:37 PM

Subject: Membership fees Bowls Canada

Hello All,

District reps -can you please fan out to your clubs. Thank you.

Dear Member Clubs,

We hope everyone has had a successful summer and enjoyed rekindling friendships.

Bowls BC is collecting membership fees on behalf of **Bowls Canada Boulingrin**.

The fee is **\$10.00 per person** based on your club's membership numbers for the season of **2019-2020**.

We **are not** collecting membership fees for Bowls BC as we waived membership fees again for the 2021-2022 season.

Please make your remittance to:

Bowls British Columbia

c/o L Chwartacki

595 Belyea Road

Qualicum Beach BC V9K 1H3

I know it's clear as mud!!!

Please feel free to contact me if you have any questions.

Hopefully I will have an answer!

Sincerely,

Lynn Chwartacki

Director of Administration

September 24, 2021 Page #013 Executive Meeting

250-228-0851





Dick Divine <dick@courtenaylbc.com>

Fwd: September 2021 Newsletter

1 message

Robin Forrest <robin.forrest@shaw.ca>

Fri, Sep 10, 2021 at 2:54 PM

To: "dick@courtenaylbc.com" <dick@courtenaylbc.com>, Heather Divine <heather@pipain.com>, Shirley Phillips <shirley.phillips@shaw.ca>, Derek Burke <derekjburke@gmail.com>, Shirley Steven <rssteven@shaw.ca>, Elaine Marentette <emarentette3@gmail.com>, "justsan@me.com" <justsan@me.com>, Frances Tester <fctester@shaw.ca>, Ken Davies <mkdavies@shaw.ca>, Janet Harder <Secretary.QBLBC@gmail.com>, Garryd Steele <GarrydSteele@gmail.com>, "Maitland, Cathy" <cathymai@telus.net>

Cc: Robin <robin.forrest@shaw.ca>

Hello Club Presidents and Secretaries

Please see email news below.

Cheers and thanks.

Robin

----- Forwarded message -----

From: **Administrator Bowls BC** <administrator@bowlsbc.com>

Date: Fri, Sep 10, 2021 at 8:20 AM

Subject: Fwd: September 2021 Newsletter

Good Morning all,

District Reps can you please fan out to your clubs.

Please and thanks,

Lynn

----- Forwarded message -----

From: **viaSport BC** <info@viasport.ca>

Date: Thu., Sep. 9, 2021, 4:15 p.m.

Subject: September 2021 Newsletter

To: <lynnchwartacki@gmail.com>

[View this email in your browser](#)



CHANGING THE GAME. CHANGING LIVES.
September 24, 2021 Page #015 Executive Meeting



CELEBRATING COACHES WEEK 2021

Coaches Week 2021 is from September 18 to 26! This is an opportunity to highlight and thank coaches in communities across B.C. who play an integral role in supporting sport in the province.

With this celebratory week fast approaching, we are excited to announce our annual #ThanksBCcoach social media contest where we are giving away \$1000 to a coach and club. All you have to do to enter is post a photo of your coach(es) and tell us why you appreciate them! Stay tuned on our social media channels for more on our Coaches Week celebrations including courses offered, coach features and more.

[Coaches Week and Contest details](#)



APPLY FOR A UNIQUE COACH MENTORSHIP OPPORTUNITY



ATTEND A WORKSHOP ON CONFLICT MANAGEMENT

The BC Games Coach Mentorship program is now accepting applications until October 6, 2021. As part of our Women and Leadership series, we are partnering with Coach and Women & Sport, to host a virtual Executive Meeting on September 24, 2021.

2021. This is a unique opportunity to work with Olympic coach and athlete, Kurt Innes from CSI-Pacific who will be master mentor for this program. We encourage all winter sports in the 2022 BC Games to apply. New and seasoned coaches are welcome!

[Details and application](#)



APPLICATIONS OPEN FOR NEW B.C. RECOVERY FUND

The Province has launched the Fairs, Festivals and Events Recovery Fund to support the safe restart of community events, including sport events in B.C. Eligible for-profit and non-profit organizations can apply for this one-time grant program to cover operational costs related to hosting their events.

[Grant details](#)

we are hosting a Conflict Management Workshop on Tuesday, September 14. There is still time to register for this free session! Attendees will learn and build on strategies to manage and resolve conflict professionally.

[Register here](#)



APPLY FOR NORTHERN BC COACHING GRANT

The Northern BC Coaching and Officiating Development Fund is still accepting applications for this intake until September 16, 2021. Individuals, sport, and community organizations located in BC Games Zones 7 and 8 may be eligible to apply for a grant to support their certification and training.

[Apply now](#)

▶ MORE NEWS

▶ GRANTS

▶ EVENTS

▶ JOBS



B.C. CONNECTED ATHLETES SHINE AT TOKYO 2020



INFORMATION AND UPDATES ON COVID-19

The 2020 Tokyo Olympics and Paralympics are officially wrapped up and we could not be more proud. B.C. connected athletes were a huge reason for the success of Team Canada, bringing home a record breaking number of medals at the Olympics and 48 per cent of Canada's medals at the Paralympics.

[Read the releases](#)

While we are pleased to be seeing a safe return to sport across B.C., it's important that we remain informed and diligent about the safety of our communities. This is a reminder that information on provincial and regional restrictions, updates on the BC vaccine card, information on mask wearing and more can be found below.

[Province of B.C. website](#)

[viaSport.ca](#) | [Coaching](#) | [Granting](#) | [Events & Campaigns](#) | [Resources](#)

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We gratefully acknowledge the financial support of the Province of British Columbia.





Dick Divine <dick@courtenaylbc.com>

QBLBC Indoor schedule for session one and registration details

Allan Wood <allangrantwood@gmail.com>

Thu, Sep 9, 2021 at 5:04 PM

To: president@courtenaylbc.com, games@courtenaylbc.com, fctester@shaw.ca, nanaimolbc@gmail.com, garrysteele@gmail.com, sandramitchell1263@gmail.com, derekburke@gmail.com, nealwilson@shaw.ca
Cc: Ken Davies <mkdavies@shaw.ca>

To All,

Some information for your members who will be bowling indoors at Qualicum Beach this fall and winter.

Attached is the session one schedule. We have added more draws into the schedule anticipating increased interest for indoor bowls. Previous email to you would have indicated that anyone bowling indoors at QBLBC will become indoor members of QBLBC and pay one fee for the fall and winter. There will be five 5 week sessions with the final session ending on April 16, 2022. Registration dates are Sept 18 and 19 from 9 am to 1 pm each day. We are asking all the bowlers to be realistic when signing up for leagues. Sign up for the leagues you want to bowl in and indicate you are interested in other leagues if space is available. Three to four league limit is an appropriate number to start with. I will go through details on league sign ups at registration time. There will also be a sheet for those who wish to be on a spare list.

Regarding PHO and Bowls BC health regulations.

QBLBC will follow the guidelines issued by Bowls BC.

Proof of single vaccination is required by Sept 13th and second vaccination shot by Oct 24th. If any person cannot show their vaccination pass to the club they will not be allowed in the building.

We are looking forward to a successful and safe return of indoor bowls at Qualicum and the North Island.

Yours,

Allan Wood, Games Chair QBLBC

 **2022 S1 Schedule.pdf**
109K



Dick Divine <dick@courtenaylbc.com>

Fwd: Membership Recruitment Fund

2 messages

Robin Forrest <robin.forrest@shaw.ca>

Tue, Sep 14, 2021 at 8:54 AM

To: "dick@courtenaylbc.com" <dick@courtenaylbc.com>, Heather Divine <heather@pipain.com>, Shirley Phillips <shirley.phillips@shaw.ca>, Derek Burke <derekjburke@gmail.com>, Shirley Steven <rssteven@shaw.ca>, Elaine Marentette <emarentette3@gmail.com>, "justsan@me.com" <justsan@me.com>, Frances Tester <fctester@shaw.ca>, Ken Davies <mkdavies@shaw.ca>, Janet Harder <Secretary.QBLBC@gmail.com>, Garryd Steele <GarrydSteele@gmail.com>, "Maitland, Cathy" <cathymai@telus.net>

Cc: Robin <robin.forrest@shaw.ca>

Hello Club presidents and secretaries

Please see email below from Lynn. The recruitment form is attached.

Cheers and any questions, please chat with me.

Thanks and stay safe.

Robin

Good Day to All,

Can you please fan this out to your clubs, please and thanks!

Clubs across the BC got off to a slow start with membership drives, so Bowls BC has decided to extend the application period.

The deadline for application for the Membership Recruitment Fund is **September 30, 2021**.

No receipts are required but we would like an estimate of your costs on the application form.

Reimbursement is dependent on the number of applications received.

Bowls BC would like to hear from as many clubs as possible, as we are very cognizant of the financial losses incurred due to Covid-19.

Please feel free to contact me if you have any questions.


Sincerely,

Lynn Chwartacki

Director of Administration

250-228-0851



 **2021 membership recruitment grant.pdf**
257K

September 24, 2021 Page #020 Executive Meeting

Dick Divine <dick@courtenaylbc.com>
To: Robin Forrest <robin.forrest@shaw.ca>

Tue, Sep 14, 2021 at 1:43 PM

Thanks, Robin

Regards

dick

Dick Divine
President Courtenay Lawn Bowling Club
Email: president@courtenaylbc.com
Web: courtenaylbc.com

[Quoted text hidden]



Dick Divine <dick@courtenaylbc.com>

Congratulations

2 messages

Dick Divine <dick@courtenaylbc.com>
To: Elaine Marentette <emarentette3@gmail.com>

Thu, Aug 26, 2021 at 2:08 PM

Hi Elaine

To the Powell River Lawn Bowling Club.

Congratulations on your 100th anniversary!

The Powell River Lawn Bowling Club has been part of the quintessentially Powell River fabric for the past century. Your presence in the community and commitment to the game of bowls will continue to influence and shape Powell River for many years to come.

Wholeheartedly, enjoy your celebrations; they only happen once in a person's lifetime.

For 2022, we can organize an event to celebrate your one hundred years between Powell River, Port Alberni, and Courtenay. Let me know if you are interested.

The Courtenay Lawn Bowling Club members wish you many more years of success and look forward to visiting your lovely club and outstanding members soon.

Best wishes

Dick

Dick Divine

President Courtenay Lawn Bowling Club
Email: president@courtenaylbc.com
Web: courtenaylbc.com

L Elaine Marentette <emarentette3@gmail.com>
To: Dick Divine <dick@courtenaylbc.com>

Thu, Aug 26, 2021 at 3:18 PM

Thank you so much Dick! So thoughtful. And yes, we most definitely would love to participate in a Courtenay, Port Alberni, Powell River event in 2022. Let's start to plan towards that.

It was our original plan to hold a Centenary Invitational this year, but with all of the changes in restrictions, we found it challenging enough to plan the intra club event we did have. At our next executive meeting, we will start planning towards this tournament. Thank you for your interest.

Cheers,
Elaine

[Quoted text hidden]



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 roles 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 clubs 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.
- ❖ Strategic Planning.
- ❖ 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.



Requirements (continued)

- ❖ 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 provide 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.

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 four hours per week. Please note that during times of membership renewal and membership drives, this time commitment can increase.

Past President

Courtenay Lawn Bowling Club



Serves on the Executive in an advisory capacity.

Responsibilities

- ❖ Acts as Chairperson of Nominating and Rating Committee.
- ❖ Solicits and/or confirms candidates for Executive Committee positions.
- ❖ When nominees are confirmed a Nominations, Report is posted on the designated notice board at the Clubhouse and on the website ten days prior to the Annual General Meeting.
 - ❖ Accepts additional Nominees up to two days prior to 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 announces 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.

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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

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.

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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
- ❖ 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 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 Committee members
- ❖ 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 two hours per week during the season.

Treasurer

Position Description



Courtenay Lawn Bowling Club

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 and cash flow projection at the start of the year for review and sign off by the committee
- ❖ Record all financial transactions in the club's accounting system and maintain a list of club assets and liabilities.
- ❖ You compare actual financial results of a given period to budgets 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 each committee meeting
- ❖ Provide a list of revenues outstanding and payments to be made to the committee at each committee meeting



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 as many payments as possible are undertaken via Electronic Funds Transfer (requiring two signatories before payments can be made)
- ❖ Ensure as much revenue as possible is collected using online payments
- ❖ Ensure all approved expenditure is paid as when it falls due
- ❖ Ensure all money due to the club are collected

Financial reporting

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

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.

Treasurer

Position Description



Courtenay Lawn Bowling Club

Requirements

The Treasurer is expected to:

- Act in the best interest of the members at all times
- Attend all Committee meetings.
- 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 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 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 two hours per week. Please note that during times of membership renewal, this time commitment can increase.



The Games Chair be 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.



Games Chair

Position Description

Courtenay Lawn Bowling Club

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.



Games Chair

Position Description

Courtenay Lawn Bowling Club

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 four hours per week. Please note that during times of open tournaments, this commitment can increase.



Greens Chair

Position Description

Courtenay Lawn Bowling Club

The Greens Chair is responsible for 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, ditches, plinth and backboards.
- ❖ The Green Chair will make everyday purchases (fertilizer, sand, seed, etc.). Extraordinary purchases are to be pre-approved by the Executive Committee.
- ❖ Assure 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. Any closure or maintenance activity requiring the reduction in the use of the green to be entered onto the information board.
- ❖ 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.



Greens Chair

Position Description

Courtenay Lawn Bowling Club

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 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



Greens Chair

Position Description

Courtenay Lawn Bowling Club

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. Please note that during times of tournaments, this time commitment can increase.

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