

**West Pennant Hills Sports Club
Men's Bowls Section**

DUTIES OF ELECTED COMMITTEE*

11 DUTIES OF PRESIDENT:

Preside at all meetings (except sub-committee meetings). He is, ex officio, a member of all sub-committees. He shall nominate candidates for all sub-committee positions which, subject to other nominations, shall be elected by the Management Committee.

12 DUTIES OF SENIOR & JUNIOR VICE PRESIDENTS:

- a) Senior Vice President - Shall assist the President in the performance of his duties whenever called upon to do so, and preside over the committee meetings in the absence of the President
- b) Junior Vice President - Shall assist the President in the performance of his duties whenever called upon to do so, and preside over the committee meetings in the absence of the President and Senior Vice President

13 DUTIES OF COMMITTEE SECRETARY:

- a) The Committee Secretary shall carry out all duties and instructions which the Management Committee shall direct
- b) He shall convene and attend all meetings of the Management Committee and of members; taking minutes of the business transacted and maintain minute records
- c) He shall produce and maintain records of the correspondence in connection with the Men's Section
- d) He shall post on the notice board all notices required to be posted either by this constitution or as directed by the Management Committee
- e) He shall generally perform and carry out all duties pertaining to the office of Committee Secretary for the benefit of the Men's Bowls Section and wellbeing of its members

14 DUTIES OF TREASURER:

- a) The Treasurer shall in conjunction with the Sports Club Administration office collect all green fees and levies, and other moneys on account of the Men's Bowls Section and his receipt shall be sufficient discharge to the person paying the same, and shall carry out such other duties as the Management Committee shall direct
- b) All moneys shall be received and delivered to the Sports Club Administration office for banking as soon as practicable
- c) He shall keep correct accounts and records showing the financial affairs of the Men's Bowls Section and the particulars usually shown in books of account of a like nature
- d) He shall submit to each monthly meeting of the Management Committee a full and complete statement of all moneys received and disbursed on behalf of the Men's Section
- e) Manage disbursements attributable to the Men's Section, after approval by appropriate office bearers, shall be referred to the Sports Club Administration office for payment by the Sports Club
- f) Carry out such other duties as specified in the Men's Section by laws as required

15 DUTIES OF BOWLS SECRETARY (Bowls Co-ordinator):

- a) Set out the programme of club competitions for the year
- b) Arrange competitions and Pennant trial matches
- c) Ensure individuals and/or team captains confirm their awareness of championship draws in events they have entered
- d) Notify players in internal & external competitions of changes of times or dates
- e) Post on notice board all forms and notices
- f) Furnish match results to media and/or recorders
- g) Keep club competition sheets on notice board up to date
- h) Each playing day call the games cards prior to play
- i) Represent the club at Turn-Around-Triples Committee Meetings
- j) Chair the Koala Carnival Committee. The Committee should include at least two representatives from Men's and Women's sections

16 DUTIES OF SELECTION COMMITTEE:

- a) Select teams for Royal New South Wales Bowling Association fixtures (e.g. Pennants) and any other competitive fixtures where the Men's Bowls Section is to be represented as a club.
- b) Select social bowls teams and games.
- c) Maintain selection records.

* extracted from WPHMBC Constitution 2002, with amendments to reflect current practices. Numbering reflects 2002 constitution.