

**BOARD:**

**President**

The President schedules, prepares agendas and chairs Board meetings. He/she attends Fall District meeting for the following season's Tournament Schedule, attends Fall and Spring OLBA General meetings, assists with setting "In House" bowling schedules and Tournaments. He/she also to makes up posters for the Bulletin Board, ensure that all "sign up" sheets are posted in a timely fashion, keeps club files updated, acts as a goodwill ambassador in recruiting new members, and oversees all affairs of the club.

**Past-President**

The Past-President assists the President and the Board with advice on club planning and operations based on their prior experience in running the club.

**Vice-president**

- Assist the President as needed to facilitate the proper functioning of the OLBC
- Assume the President's responsibilities in the absence of the incumbent.
- In conjunction with the President and other Board members, coordinate the schedule of events for the coming year.
- When required, represent the Club at the meetings of District 13 and the Ontario Lawn Bowling Association.
- If required, assist with publicity and club Newsletter.

**Secretary**

The secretary is responsible for taking and publishing minutes of all Board meetings and keeping historical files of these minutes. He/she may administratively assist the President or other Board members with thank you letters, condolences, posters, etc.

**Treasurer**

- Prepares a letter to TD Bank for change of signing officers and makes an appointment for them to go to bank for signatures
- Pays bills by check as they come in (requires 2 signatures)
- Picks up mail at post office (box 653)
- Makes bank deposits
- Sets up records on a spreadsheet for Cash Receipts and Cash Disbursements

- Prepares financial reports for Board meetings
- Maintains Petty Cash for sundry Items
- At the end of the year - prepares financial statements to take to Katherine Plante ( C. A.) for tax return filing.

## **Membership**

Membership's role is to:

- Attract new members
- Contact prior year members to invite them to return and provide a membership registration form to return at a registration event or by mail
- Collect annual dues and issue member cards
- Update the name tags on the board
- Provide a membership list to OLBA and arrange publication to the club
- Maintain the liability waivers file for all members and guests

## **Tournament Director**

The Tournament Director is listed as the club contact in the annual OLBA Hand Book. Collects and documents tournament attendees' names by monitoring the Club's email and responding to telephone calls. Calls all those who have signed up at least one week prior to each event to confirm their attendance. Informs the Draw-master of the attendees at least 5 days prior to each event.

## **Director at Large**

To provide general guidance to the Board, vote on motions and assist in completing Board initiatives.

## **COMMITTEES**

### **Greens Keeper**

The Greens Keeper is specifically responsible for the care and maintenance of the Bowling Green. This position requires the scheduled cutting, rolling, fertilizing and chemical application to maintain the playing surface free from fungi irritant and weather problems i.e. dollar spot and snow mold. Further the position also requires the scheduled upkeep and maintenance of the machinery required for the bowling green and its surrounds.

Generally this position also carries the coordinating of assistance in maintaining the club in general i.e.. grass cutting, trimming fence lines and general property maintenance.

The position would benefit if the Greens Keeper were IPM licensed however this can be overcome with the assistance of an outside the club licensed person who could assist in the use of required chemical application.

## **Gardens**

Maintains the flowerbeds and shrubs on club property.

## **Social**

- Arranges a team of people to help with the kitchen, bathrooms and clubhouse
- Keeps the kitchen clean and organized
- Keeps coffee and tea supplies on hand and coordinates purchase or donation of snacks for bowling and social events
- Keeps the washrooms clean and stocked with paper products
- Vacuums and dusts the clubhouse as needed
- Purchases all necessary supplies for cleaning, bathrooms, etc.

## **Inter-Club Tournaments**

- To schedule and organize inter-club tournaments and coordinate with district or provincial organizers any play downs to be played on OLBC greens.
- To coordinate with the Social committee for refreshments for these events

## **Webmaster**

Maintains the [Orillialawnbowls.ca](http://Orillialawnbowls.ca) website, by changing and keeping the information up to date for the current year, ensuring website hosting fees are paid and making enhancements from time to time.