

# KANGAROO FLAT BOWLS CLUB – POSITION DESCRIPTION

**POSITION TITLE:** Chairperson

**REPORTS TO:** Members

**APPROVED:** 8 June, 2021

**OCCUPANT:** Brian Hansen

## **POSITION ROLE:**

Shall preside at all BOM meetings and Club Special General meetings, regulate and keep order in all proceedings, and carry into effect the Rules and By-Laws of the Club.

## **DUTIES:**

- ensuring Club compliance with any Act or Regulation governing Clubs or their employees,
- providing good Corporate Governance, by ensuring the Club has clearly defined goals and objectives together with a documented Strategic Plan
- Defines and documents its club culture and behaviors and continually communicates them to members, players, coaches, supporters and volunteers
- Implements strong financial controls to protect the Club and ensures the BOM receive regular and accurate financial reporting, budgets and cash flow projections
- overseeing, through the various committees or Club volunteers, the total management of the Club,
- All club positions, roles and sub committees have regularly reviewed position descriptions or terms of references
- presiding at Board and General Meetings, regulate and keep order in all proceedings, and carry into effect the Constitution and By-Laws of the Club but without involvement in conducting bowls events, matches, etc,
- the preparation for submission to the Annual General Meeting of the Club, the report of the Board on the activities of the Club during the year,
- ensuring that all Board Members are covered by Directors Liability Insurance.
- Promote the Kangaroo Flat Bowls Club

## **DELEGATED AUTHORITY:**

- signing off on any legal document that causes liability to the Club,
- represent the Club on any legal matter or requirement impacting on the Club,
- in conjunction with relevant Director, issue and penalty or disciplinary action to members or Club employee, and
- providing, or authorising other appropriate members to provide media comment on matters impacting on the Club,

## **SKILLS/KNOWLEDGE:**

- General Management ability
- Able to chair committee or executive meetings.
- Can communicate effectively and is a supportive leader for all member's
- Aware of the future directions and plans of KFBC

- Has a good working knowledge of the rules of the club and the duties of all office holders and subcommittees

#### **RESPONSIBILITY:**

The incumbent may delegate any of his duties to a Sub-Committee or Club Member

- provided a Terms of Reference (TOR) is developed for the Sub-Committee
- provided a Position Description (PD) is developed for the role.

The appointments, TOR or PD shall be approved by the BOM.

## **KANGAROO FLAT BOWLS CLUB – POSITION DESCRIPTION**

**POSITION TITLE:** Executive Officer

**REPORTS TO:** Chairperson

**APPROVED:** 8 June, 2021

**OCCUPANT:** Frank Nolan

#### **POSITION ROLE:**

The Executive Officer is the Secretary of the Club and shall carry out the duties formerly carried out by the Public Officer under the provisions of the Incorporated Associations Reform Act 2012;

#### **DUTIES:**

- Lodging on behalf of the club all reports and notices as required by the relevant incorporated Associations Act.
- Notifying the relevant government body of their Appointment
- In conjunction with the President, schedule all BOM meetings and general meetings (including the annual general meeting)
- Prepare and circulate, at least 5 days prior to each committee meeting the agenda and supporting reports, including financial reports and any other information required to be considered by the committee
- Keep minutes of the resolutions and proceedings of each General Meeting and each Board Meeting in books provided for this purpose together with a record of the names of persons present at Board Meetings
- Conduct all correspondence in connection with the general business of the Club

- Prepare for submission to the Annual General Meeting the report of the Board on the activities of the Club during the year
- In any other respect carry out the duties usually associated with the office of Secretary
- Keep in their custody or under their control all books, documents and securities of the Club, except as otherwise provided in the Constitution and By-Laws
- Display the minutes of each Board Meeting on the notice board of the Club
- Maintaining the club's Register of Members in accordance with Bowls Victoria requirements
- Prepare and circulate according to the Club Rules, the notice convening the annual general meeting, ensuring all members are invited
- If there are special resolutions to be considered at a general meeting, ensure the special notification requirements under the Club Rules are met.
- Promote the Kangaroo Flat Bowls Club

#### **DELEGATED AUTHORITY:**

- Signing correspondence on behalf of the Club
- Issuing of communications (email, letter, newsletter) on behalf of the Board
- Lodging on behalf of the club all reports and notices as required

#### **SKILLS/KNOWLEDGE:**

- Good organisational skills
- Ability to record minutes and draft correspondence
- Aware of the future directions and plans of KFBC
- Has a good working knowledge of the rules of the club and the duties of office holders and subcommittees

#### **RESPONSIBILITY:**

The incumbent may delegate any of their duties to a Sub-Committee or Club Member

- provided a Terms of Reference (TOR) is developed for the Sub-Committee
- provided a Position Description (PD) is developed for the role.

The appointments, TOR or PD shall be approved by the BOM.

# KANGAROO FLAT BOWLS CLUB – POSITION DESCRIPTION

**POSITION TITLE:** Director of Finance

**REPORTS TO:** Chairperson

**APPROVED:** 8 June, 2021

**OCCUPANT:** Debby Densley

## **POSITION ROLE:**

The Director of Finance is responsible for the day-to-day management of the KFBC financial resources.

## **DUTIES:**

Keep correct accounts and books showing the financial affairs of the Club with the particulars usually shown in books of a like nature and full details of all income and expenditure connected with the activities of the Club;

Collect and receive all moneys due to the Club;

Make any payments authorised by the Board or by the general meeting of the Club from the Club's funds;

Ensure all the moneys received are paid into the account of the Club as soon as practicable after the receipt of monies;

Develop and maintain a Club Budgeting system;

Co-ordinate the preparation of the financial statements for Audit;

Coordinate the preparation of the financial statements and their certification by the Board prior to their submission to the Annual General meeting of the Club

Submit a statement of cash transactions and of the financial position of the Club, including bank balances, at each ordinary meeting of the Board.

Ensure accounts and books are available for inspection by members as required under rule 16.4 of the Club Constitution

Apply for Grants in conjunction with the Grants Officer

Will be Chairperson of the Finance Sub-committee and will be responsible for appointment of up to 4 additional members subject to BOM approval. The Director of Finance will provide Terms of Reference for the Sub Committee for BOM approval.

Develop & maintain appropriate Finance & Purchasing procedures in conjunction with the Finance Committee

Provide a Report to the Executive Officer 5 working days prior to any BOM meeting identifying any items relevant to the BOM

Identify Club Sponsors, negotiating Sponsorships & renewing existing sponsorships

Promote the Kangaroo Flat Bowls Club

#### **DELEGATED AUTHORITY:**

- Make payments on behalf of the KFBC subject to the payments being co-authorised by an approved Board member
- Obtain quotes on behalf of KFBC
- Negotiate sponsorship arrangements with potential and existing sponsors
- Arrange publicity & Advertising on behalf of the Club

#### **SKILLS/KNOWLEDGE:**

- Good financial management skills
- Ability to develop & maintain the KFBC Books of Account
- Ability to negotiate agreements with Bankers & Suppliers

#### **RESPONSIBILITY:**

The incumbent may delegate any of their duties to a Sub-Committee or Club Member

- provided a Terms of Reference (TOR) is developed for the Sub-Committee
- provided a Position Description (PD) is developed for the role.

The appointments, TOR or PD shall be approved by the BOM.

## **KANGAROO FLAT BOWLS CLUB – POSITION DESCRIPTION**

**POSITION TITLE:** Director Infrastructure & Services

**REPORTS TO:** Chairperson

**APPROVED:** 8 June, 2021

**OCCUPANT:** Tony Melis

#### **POSITION ROLE:**

The Director Infrastructure & Services is responsible for the management of the Clubs Buildings, Greens, Gardens and Surrounds, Equipment and the associated services.

#### **DUTIES:**

Maintenance and repairs of the Club Buildings, furnishings and equipment including the gardens;

Obtaining estimates and quotes from persons qualified to carry out any repairs and maintenance for submission to the Board;

Maintaining a plant and equipment register;

Maintaining a facilities, equipment and machinery maintenance and replacement programme.

Provide the Board with a recommended Annual and 5 Year Plan for the maintenance, replacement and provision of additional facilities, equipment and machinery.

Preparation of an Annual Infrastructure & Services Budget in the format requested by the Director of Finance

Incurring expenses as sanctioned by the Board and certify all accounts;

Keeping the buildings and equipment in a clean and sanitary condition;

Overall management of the playing areas and the Green Keeper's contract;

Building and ground security, including the implementation and maintenance of a key register

Liaison with service providers;

Provide a Report to the Executive Officer 5 working days prior to any BOM meeting identifying any items relevant to the BOM

Responsible for the Building and Maintenance Sub-Committee and the appointment of up to 4 members plus a Chairperson, subject to BOM approval. The Director will provide Terms of Reference for the Sub Committee for BOM approval.

Responsible for the Greens and Gardens Sub-Committee and the appointment of up to 4 members plus a Chairperson, subject to BOM approval. The Director will provide Terms of Reference for the Sub Committee for BOM approval

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#### **DELEGATED AUTHORITY:**

- Power to prevent any play at any time (on consultation with the Club's Greens Keeper) when it is considered the area may be damaged, this power is also delegated to the Greens Keeper & the Chair of the Greens & Gardens Sub-Committee
- Purchase goods and services in accordance with the KFBC Purchasing procedure, for the Infrastructure & Services activities up to \$500 if within Infrastructure & Services Budget
- Authorise invoices related to the Infrastructure & Services activities

#### **SKILLS/KNOWLEDGE:**

- Ability to communicate with members who volunteer in this area
- Understanding of Facilities management
- Understanding of developing Budgets

## **RESPONSIBILITY:**

The incumbent may delegate any of their duties to a Sub-Committee or Club Member

- provided a Terms of Reference (TOR) is developed for the Sub-Committee
- provided a Position Description (PD) is developed for the role.

The appointments, TOR or PD shall be approved by the BOM.

## **KANGAROO FLAT BOWLS CLUB – POSITION DESCRIPTION**

**POSITION TITLE:** Director Food & Beverage

**REPORTS TO:** Chairperson

**APPROVED:** 8 June, 2021

**OCCUPANT:** Kevin Lawlor

### **POSITION ROLE:**

The Director Food & Beverages is responsible for the management of the Clubs Bar Operations, Meals Service, Catering, Club hire and Kitchen operations.

### **DUTIES:**

Ensure the Food & Beverage operations provide a positive contribution to the Clubs income

Ensure the effective Management of the Bar operations

Assisting in the application for all relevant licences and permits in conjunction with the Director of Finance.

Overseeing Catering activities held at the Club

In conjunction with the Functions Officer, setting the guidelines for hire of the kitchen and facilities,

Ensuring quotations are provided for the cost of Catering where any costs are to be met by third parties.

Overseeing arrangement for any Club functions, meals and corporate functions & ensure sufficient volunteers are available to support functions

Monitoring that the Club remains compliant with the Food Safety Handling Act & ensure the kitchen is maintained in a clean and safe state in order to meet all health regulations,

Preparation of an Annual Food & Beverage Budget in the format requested by the Director of Finance

Provide a Report to the Executive Officer 5 working days prior to any BOM meeting identifying any items relevant to the BOM

Reporting any faulty catering or entertainment equipment to the Director of Infrastructure & Services

Responsible for the Refreshments Sub-Committee and the appointment of up to 4 members plus a Chairperson, subject to BOM approval. The Director will provide Terms of Reference for the Sub Committee for BOM approval.

Promote the Kangaroo Flat Bowls Club

#### **DELEGATED AUTHORITY:**

- Purchase goods and services in accordance with the KFBC Purchasing procedure, for the Food & Beverage activities up to \$500 (\$3,000 Liquor) if within Food & Beverage Budget
- Authorise invoices related to the Food & Beverage activities
- Setting pricing & authorising functions requested by Third Parties

#### **SKILLS/KNOWLEDGE:**

- Ability to communicate with members who volunteer in this area
- Understanding of Food & Beverage management
- Understanding of developing Budgets

#### **RESPONSIBILITY:**

The incumbent may delegate any of their duties to a Sub-Committee or Club Member

- provided a Terms of Reference (TOR) is developed for the Sub-Committee
- provided a Position Description (PD) is developed for the role.

The appointments, TOR or PD shall be approved by the BOM.

## **KANGAROO FLAT BOWLS CLUB – POSITION DESCRIPTION**

**POSITION TITLE:** Manager Food Services

**REPORTS TO:** Director Food & Beverage

**OCCUPANT:** Bernie White

**APPROVED:** 8 June, 2021

**POSITION ROLE:**

The Manager Food Services is responsible for the management of the Clubs Meals Service, Catering, and Kitchen operations.

### **DUTIES:**

Ensure the kitchen operates within KFBC Food Act Registration Certificate.

Ensure the Club remains compliant with the Food Safety Handling Act & that the kitchen is maintained in a clean and safe state in order to meet all health regulations, by implementing appropriate procedures.

Ensure sufficient volunteers have a Food Handling Certificate.

Ensure the kitchen is stocked with appropriate food and supplies.

Organise a KFBC Meals Service for members.

Provide Food Services for Functions, the Match and Selection Committees as requested.

Ensure Food Services operations provide a positive contribution to the Clubs income.

Provide pricing for the cost of Catering where any costs are to be met by third parties.

Ensure sufficient volunteers are available to support catering services

Reporting any faulty or inadequate catering or entertainment equipment to the Director Food and Beverage

### **DELEGATED AUTHORITY:**

Certify Kitchen, food and Supplies invoices, for payment. Certify the receipt of Equipment.

Renewal of the KFBC Food Act registration Certificate annually on behalf of the Club.

### **SKILLS/KNOWLEDGE:**

Good leadership and organisation skills

Able to obtain volunteers to work in the Food Kitchen.

Ability to lead a team and develop appropriate processes.

Ability to communicate with members who volunteer in this area

Ability to develop an understanding of Food management

### **RESPONSIBILITY:**

The incumbent may delegate any of their duties to a Sub-Committee or Club Member

- provided a Terms of Reference (TOR) is developed for the Sub-Committee

- provided a Position Description (PD) is developed for the role.

The appointments, TOR or PD shall be approved by the BOM.

# KANGAROO FLAT BOWLS CLUB – POSITION DESCRIPTION

**POSITION TITLE:** Director of Administration

**REPORTS TO:** Chairperson

**APPROVED:** 13 July, 2021

**OCCUPANT:** Kevin Rooke

## **POSITION ROLE:**

The Director Administration supports the Executive Officer in the Administration of the Club

## **DUTIES:**

- Management of the Club Office, including receipt and distribution of Club communications including emails, letters
- Market the KFBC to attract Interstate and State bowls events, where appropriate
- Presentation of Club publicity and advertising
- Take entries for State Events, direct fees to the Director Finance and submit entries to BBD.
- Processing new Member applications and clearances.
- Further development and management of the Club Website/Social Media
- Purchasing and management of Uniforms
- Recording and maintaining the “History” of the Club including the maintenance of Honor Boards;
- Responsible for overseeing any processes implemented for the welfare of Club Members
- Providing appropriate social functions and activities for Members
- Implementation & management of Work Health and Safety procedures in accordance with the Act;
- Provide a Report to the Executive Officer 5 working days prior to any BOM meeting identifying any items relevant to the BOM
- Promote the Kangaroo Flat Bowls Club

## **DELEGATED AUTHORITY:**

- Purchasing of Club Uniforms

## **SKILLS/KNOWLEDGE:**

- Good organisational skills
- Ability to communicate with potential sponsors
- Aware of the future directions and plans of KFBC
- Have an understanding of the rules of the club and the duties of office holders and sub committees

## **RESPONSIBILITY:**

The incumbent may delegate any of their duties to a Sub-Committee or Club Member

- provided a Terms of Reference (TOR) is developed for the Sub-Committee
- provided a Position Description (PD) is developed for the role.
- The appointments and TOR or PD shall be approved by the BOM.

# KANGAROO FLAT BOWLS CLUB – POSITION DESCRIPTION

**POSITION TITLE:** Director of Weekend Pennant

**REPORTS TO:** Chairperson

**APPROVED:** 13 July, 2021

**OCCUPANT:** Geoff Boyd.

## **POSITION ROLE:**

Responsible for the management and co-ordination of Weekend Pennant and all Men's Bowls activities including Social Bowls, and respective Club Championships, Association events and any other special events approved by the Board;

## **DUTIES:**

Overall Management and Conduct of Weekend Pennant, other Bowls activities including Social Bowls, and respective Men's Club Championships, Association events and any other special events including Mixed events approved by the Board;

Ensure that in playing Bowls, members shall observe the Laws and Rules of Bowls;

Liaise with Director Midweek Pennant to ensure all the Clubs Bowls are conducted, to best serve the interests of the Club and its Members;

Management of the Men's Match and Weekend Selection Committees as elected by the Members and the provision of Terms of Reference which will include the responsibilities defined in By-Laws 17 and 18. The Terms of Reference are subject to approval by the BOM;

Responsible for activities of Coaching, Leadership, Recruitment and the further development of Bowls at KFBC including, Junior Development and Barefoot Bowls;

Liaising with other Directors and their sub committees to ensure mutual support to bowls activities;

Preparation of a Bowls Budget for Tournaments and Bowls equipment in the format requested by the Director of Finance;

Assist the Director Administration in the preparation and publishing of a Club Bowls Program.

Recommending fees and charges to the BOM for Men's bowls and related activities, after consultation with the Sub-Committees;

Responsible for Bowls equipment, consumables and reporting any faulty Bowls equipment to the Director of Infrastructure & Services;

Provide a Report to the Executive Officer 5 working days prior to any BOM meeting identifying any items relevant to the BOM;

Assisting in obtaining media coverage for Men's bowls tournaments and other bowls related activities.

Promote the Kangaroo Flat Bowls Club

**DELEGATED AUTHORITY:**

Club's official spokesperson for all events held under the Director's area of responsibility  
Appointment of a Men's delegate to the local district/region

**SKILLS/KNOWLEDGE:**

- General Management ability
- Can communicate effectively and is a supportive leader for all members
- Has a good understanding of the game of Bowls
- Has an understanding of the rules of the club and the duties of all office holders and subcommittees

**RESPONSIBILITY:**

The incumbent may delegate any of their duties to Sub-Committees or Club Members

- provided a Terms of Reference (TOR) is developed for the Sub-Committee
- provided a Position Description (PD) is developed for the role.

The appointments, TOR or PD shall be approved by the BOM.

## **KANGAROO FLAT BOWLS CLUB – POSITION DESCRIPTION**

**POSITION TITLE:** Director of Midweek Pennant

**REPORTS TO:** Chairperson

**APPROVED:** 13 July, 2021

**OCCUPANT:** Sue Clark

**POSITION ROLE:**

Responsible for the management and co-ordination of Midweek Pennant and all Ladies Bowls activities including Social Bowls, and respective Club Championships, Association events and any other special Ladies events approved by the Board;

**DUTIES:**

Overall Management and Conduct of Midweek Pennant, other Bowls activities including Social Bowls, and respective Ladies Club Championships, Association events and any other special Ladies events.

Ensure that in playing Bowls, members shall observe the Laws and Rules of Bowls;

Liaise with Director Weekend Pennant to ensure all the Clubs Bowls are conducted, to best serve the interests of the Club and it's Members;

Management of the Ladies Midweek Selection Committees as elected by the Members and the provision of Terms of Reference which will include the responsibilities defined in By-Laws 17 and 18. The Terms of Reference are subject to approval by the BOM;

Co-coordinating Ladies Tournaments and the Lady's Club Championship with the KFBC Match Committee

Responsible for activities of Coaching, Leadership, Recruitment and assisting the Director Weekend Pennant with the further development of Bowls at KFBC including, Junior Development and Barefoot Bowls;

Liaising with other Directors and their sub committees to ensure mutual support to bowls activities;

Preparation of a Bowls Budget for Tournaments and Bowls equipment in the format requested by the Director of Finance;

Assist the Director Administration in the preparation and publishing of a Club Bowls Program;

Recommending fees and charges to the BOM for Ladies bowls and related activities, after consultation with the Sub-Committees;

Reporting faulty Bowls equipment to the Director of Infrastructure & Services;

Provide a Report to the Executive Officer 5 working days prior to any BOM meeting identifying any items relevant to the BOM;

Assisting in obtaining media coverage for Ladies bowls tournaments and other bowls related activities.

Promote the Kangaroo Flat Bowls Club

#### **DELEGATED AUTHORITY:**

Club's official spokesperson for all events held under the Director's area of responsibility

Appointment of a Ladies delegate to the local district/region

#### **SKILLS/KNOWLEDGE:**

- General Management ability
- Can communicate effectively and is a supportive leader for all members
- Has a good understanding of the game of Bowls
- Has an understanding of the rules of the club and the duties of all office holders and subcommittees

#### **RESPONSIBILITY:**

The incumbent may delegate any of their duties to Sub-Committees or Club Members

- provided a Terms of Reference (TOR) is developed for the Sub-Committee
- provided a Position Description (PD) is developed for the role.

The appointments, TOR or PD shall be approved by the BOM.