

## **TERMS OF REFERENCE – KFBC FINANCE COMMITTEE**

**BOM APPROVAL: 8 June, 2021**

### **ROLE:**

This committee shall be responsible for providing financial advice to the KFBC Board of Management.

### **ELECTION/APPOINTMENT:**

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

### **DUTIES:**

- Prior to the KFBC Annual General Meeting reviewing Club Membership fees, Member's fees for Pennant, entry fees for social Bowls and Barefoot Bowls. The Committee then sets the fees for the coming Financial year and recommends these fees to the Board of Management (BOM).
- Each Quarter reviews the KFBC financial performance and submits their recommendations to the BOM.
- In conjunction with the Director of Finance sets the Annual Financial Budget for the KFBC and appropriate Budgets for each Directorate. These Budgets are recommended to the BOM through the Director of Finance.
- Reviews the financial aspects of any projects including the financing of the project referred to it by the BOM. Then provides the BOM with appropriate advice.
- Recommends to the Board appropriate procedures for financial and purchasing matters.
- Reviews Audit Reports and makes appropriate recommendations to BOM.

### **RESPONSIBILITIES:**

- Have at least three formal Meetings per annum, with Minutes to be recorded and a copy to be forwarded to the Board by the Director of Finance.
- Advise the BOM on the appointment of Auditors through the Director of Finance

### **DELEGATIONS:**

Obtain external financial advice as and when the Committee requires.

## **TERMS OF REFERENCE - BAR AND REFRESHMENTS COMMITTEE**

**BOM APPROVAL: 8 June, 2021**

### **ROLE:**

The Committee shall be responsible for providing a Liquor and Refreshments service to Members and Guests.

### **ELECTION/APPOINTMENT:**

The Director Food and Beverage will be responsible for appointment of members to the Bar and Refreshments Committee subject to BOM approval.

### **DUTIES:**

- Set Policy for the Committee's area of responsibility, in accordance with the Club's Rules;
- Preparation and maintenance of an 'Operating Procedure' to assist committee members to operate the Bar;
- Ensure rosters are prepared for Bar Attendants on a monthly basis;
- Bar area including Store room, Cool room and Bar be cleaned to a standard which meets Victorian Health Department requirements. This means the washing and cleaning of equipment;
- Daily record net income, this includes the resetting of tills and completing the EFTPOS machine end of day procedure;
- Weekly bank cash received (excluding floats);
- Monthly report of Cash Purchases to Director Finance;
- Monthly review Budget with Actual Income and Expenditure result;
- Annually complete stocktake for Director of Finance and prepare Bar Report for Annual General Meeting;
- Prepare Annual Budget in conjunction with Director of Finance;
- As required ensure Club premises are secured correctly.

### **RESPONSIBILITIES:**

Have at least one formal Meeting per annum, with Minutes to be recorded and a copy to be forwarded to the Director Food & Beverage;

Attend Annual Liquor Commission Seminar, updating signage and other Commission requirements;

Ensure Bar operates within the KFBC Liquor Licences;

Maintain Register of RSA Certificates and ensure all Bar Attendants have a current RSA Certificate;

Set Bar prices with the objective of having a 90% mark up.

### **DELEGATIONS:**

Renew the of the appropriate KFBC Liquor Licences;

Purchase Bar liquor and supplies at the best prices available;

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

# TERMS OF REFERENCE – MIDWEEK SELECTION COMMITTEE

**BOM APPROVAL: 8 June, 2021**

## **ROLE:**

The Midweek Pennant Selection committee shall, select all sides to represent the Club in Midweek Pennant and all other associated official inter club matches, in accordance with the Clubs Rules and Policies.

## **ELECTION/APPOINTMENT:**

Selection Committee for Midweek Pennant will comprise five financial members each shall be elected by the members at the Annual General Meeting.

As soon as possible after the election of the Committee at the Annual General Meeting the Committee will meet to elect a Chairman

## **DUTIES:**

- Set Policy for the Committee's area of responsibility, in accordance with the Club's Rules;
- Preparation and maintenance of an 'Operating Procedure' to assist committee members to organise MidWeek Pennant;
- Select all MidWeek Pennant sides to represent the Club;
- Enter sides on Bowls Linksite and confirm results.
- Prepare a Budget for any funding to support the Club's Pennant sides and present it to the Board through the Director of MidWeek Pennant for funding approval;
- Determine and make recommendation on the number of Pennant sides to represent the Club;
- Prepare any necessary entry forms to be submitted to the governing body of Pennant;
- Prepare and display the conditions governing selection;
- Coordinate the Practice program for each Pennant Division;
- Display the selected Pennant sides each week;
- Appoint Team Managers for each Pennant Side;
- Appoint home "Duty Teams" for each week of pennant
- Arrange timing of greens if required;
- Appoint the appropriate number of umpires for home Pennant games;
- Deal with any dispute on any matter concerning Pennant Selection.

## **SELECTION CRITERIA**

Players to be eligible to play Pennant must be, Registered BV members prior to the commencement of the match in question and **full** financial members, as per Club ByLaws;

Eligible Players, who make themselves available for selection, must be selected on merit.

Consideration is to be given to the requirements of the Team when selecting players.

## **RESPONSIBILITIES:**

Have at least one formal Meeting per annum, with Minutes to be recorded and a copy to be forwarded to the Director of MidWeek Pennant.

Brief Team Managers of their team duties and ensure they understand the procedures for the compilation of the Pennant Team Sheets and requirements for submission of the results at the completion of each game.

Communicate with the Director of Midweek Pennant regarding matters to be reported to the Board, any support required or unusual matters.

Be fully conversant with the BBD Pennant Rules for competition as per the BBD Handbook

## **DELEGATIONS:**

- Expend funds, once approved by the Board, to support bowls events;
- If a vacancy occurs it shall be filled by another financial member of the Club, appointed by the Committee;
- The Selection Committee shall have power to co-opt any financial member to assist in conducting MidWeek Pennant, but a final decision on any matter within its duties shall rest entirely with the Selection Committee.
- In the case of appeals the Selection Committee's decision shall be final;
- Settle questions of eligibility of Pennant Players.

## **TERMS OF REFERENCE – WEEKEND SELECTION COMMITTEE**

**BOM APPROVAL: 8 June, 2021**

### **ROLE:**

The Weekend Pennant Selection committee shall, select all sides to represent the Club in Weekend Pennant and all other associated official inter club matches, in accordance with the Clubs Rules and Policies.

### **ELECTION/APPOINTMENT:**

Selection Committee for Weekend Pennant will comprise five financial members. Each shall be elected by the members at the Annual General Meeting.

As soon as possible after the election of the Committee at the Annual General Meeting the Committee will meet to elect a Chairman

### **DUTIES:**

- Set Policy for the Committee's area of responsibility, in accordance with the Club's Rules;
- Preparation and maintenance of an 'Operating Procedure' to assist committee members to organise Weekend Pennant;
- Select all Weekend Pennant sides to represent the Club;

- Enter sides on Bowls Link site and confirm results.
- Prepare a Budget for any funding to support the Club's Pennant sides and present it to the Board through the Director of Weekend Pennant for funding approval;
- Determine and make recommendations to Director of Weekend Pennant on the number of Pennant sides to represent the Club;
- Prepare any necessary entry forms to be submitted to the governing body of Pennant;
- Prepare and display the conditions governing selection;
- Coordinate the Practice program for each Pennant Division and communicate weekly to players.
- Display the selected Pennant sides each week;
- Appoint and brief Team Managers for each Pennant Side;
- Appoint home "Duty Teams" for each week of pennant;
- Arrange timing of greens,
- Appoint the appropriate number of umpires for home Pennant games;
- Deal with disputes concerning Pennant Selection.

## **SELECTION CRITERIA**

Players to be eligible to play Pennant must be, Registered BV members prior to the commencement of the match in question and **full** financial members, as per Club ByLaws; Eligible Players, who make themselves available for selection, must be selected on merit. Consideration is to be given to the requirements of the Team when selecting players.

## **RESPONSIBILITIES:**

Have at least one formal Meeting per annum, with Minutes to be recorded and a copy to be forwarded to the Director of Weekend Pennant.

Brief Team Managers of their team duties and ensure they understand the procedures for the compilation of the Pennant Team Sheets and requirements for submission of the results at the completion of each game.

Communicate with the Director of Weekend Pennant regarding matters to be reported to the Board, any support required or unusual matters.

Be fully conversant with the BBD Pennant Rules for competition as per the BBD Handbook.

Liaise with the Leadership Group and the Recruitment Sub-Committee

## **DELEGATIONS:**

- Expend funds, once approved by the Board, to support pennant bowls;
- If a vacancy occurs it shall be filled by another financial member of the Club, appointed by the Committee;
- The Selection Committee shall have power to co-opt any financial member to assist in conducting Weekend Pennant, but a final decision on any matter within its duties shall rest entirely with the Selection Committee.
- In the case of appeals the Selection Committee's decision shall be final;
- Settle questions of eligibility of Pennant Players;

# TERMS OF REFERENCE - SPONSORSHIP COMMITTEE

**BOM APPROVAL:** 13 July, 2021

## **ROLE:**

The role of the Sponsorship Committee is to attract and retain club sponsors for signage and Tournaments.

The key activities of the position are:

1. Creating sponsorship packages suitable for local businesses
2. Developing and maintaining a Sponsorship Register
3. Ensuring all sponsors are welcomed into the club and included in club activities

## **ELECTION/APPOINTMENT:**

The Director Finance will be responsible for appointment of members to the Sponsorship Committee and a Chairperson subject to BOM approval.

## **DUTIES:**

- Review and if required develop sponsorship categories which seek to grow and expand the sponsorship base of the club;
- Provide the BOM with the recommendations for all sponsorship types and fees for the upcoming year through the Director of Finance;
- Work with the Director of Finance to set sponsorship sales targets which will be reflected in the club's budget;
- Create the sponsorship marketing information, which can be provided to club Members, so they can identify possible sponsors through their network of family and friends;
- Be the primary point of contact for all sponsorship enquires;
- Assist with the collection of sponsorship applications and fees;
- Ensure that all sponsors are welcomed and included in club activities;
- Be the initial point of contact for any issues or complaints from sponsor concerning their sponsorship and entitlements;
- Ensure sponsors receive recognition and acknowledgement certificates (or something similar) for their sponsorships which they can display in their workplace.

## **RESPONSIBILITIES:**

- Have at least one formal Meeting per annum with Minutes to be recorded and a copy to be forwarded to the Director Finance;
- Review all sponsorship pledges to ensure all sponsorship fees have been received;
- Ensure that all sponsorship inclusions (such as, merchandise, invitation to games and events) have been provided;

## **DELEGATIONS:**

Chairperson to agree to Sponsorships on behalf of the Club.

## TERMS OF REFERENCE KFBC MATCH COMMITTEE

**BOM APPROVAL: 13 July, 2021**

### **ROLE:**

This committee shall be responsible for the conducting of Club Championships events and Tournaments together with the weekly Social events, in accordance with the Clubs Rules and Policies.

### **ELECTION:**

KFBC Match Committee will comprise at least five financial members. Each shall be elected by the members at the Annual General Meeting.

As soon as possible after the election of the Committee at the Annual General Meeting the Committee will meet to elect a Chairman

### **DUTIES:**

- Set Policy and Rules for the Committee's area of responsibility, in accordance with the Club's Rules;
- Preparation and maintenance of an 'Operating Procedure' to assist committee members to organise and run events;
- Prepare (and communicate to players) Conditions of Play for all Club events arranged by the Match Committee;
- Arrangement of the fixture programme for the season in conjunction with the two Pennant Directors and subject to approval by the BOM;
- Collect all Green, tournament/championship entry fees, raffle monies and reconcile and submit to the Director of Finance or their representative for banking;
- Arranging teams where required, and control all fixtures;
- Making the draw and determine handicaps for competitions;
- Maintain a progressive scoreboard for tournaments.
- Organise a Club Presentation Event for the presentation of trophies won in Club events.

### **RESPONSIBILITIES:**

- Have at least one formal Meeting per annum, with Minutes to be recorded and a copy to be forwarded to the Director of Weekend Pennant;
- Ensure that Club Events (excluding Club Championship), Tournaments, together with Weekly Social Events are conducted to return a profit to the Club;
- Ensure that in all Club events, arranged by the Match Committee, the date of each round and finals shall be placed on the draw sheet and that all games shall be played by the specific date and time as per the Conditions of Play;
- Utilise Social games to develop Club players;
- Conduct all Championship events according to Bowls Victoria rules for competition; Investigate the feasibility of conducting a major two day Tournament;
- Communicate with the Director of Weekend Pennant regarding matters to be reported to the Board, any support required or unusual matters.

## **DELEGATIONS:**

- Expend funds, once approved by the Board, to support bowls events;
- In the case of appeals the Match Committee's decision shall be final;
- Settle questions of eligibility for events they manage;
- If a vacancy occurs it shall be filled by another financial member of the Club, appointed by the Committee;
- The Match Committee shall have power to co-opt any financial member to assist in conducting tournaments and Events, but a final decision on any matter within its duties shall rest entirely with the Match Committee.