

TERMS OF REFERENCE - RECRUITMENT COMMITTEE.

Updated 12/7/2022.

ROLE:

The role of the Recruitment Committee is to attract and retain quality bowlers at the Club

The key activities of the position are:

1. Review, with key stakeholders, the Clubs Pennant player requirements
2. Prepare a Budget to present to the BOM to address recruitment requirements for the Club
3. Develop a plan of approach to recruit quality players to the Club, who will serve the Club well, both as bowlers and quality members.

ELECTION/APPOINTMENT:

The Director of Weekend Pennant Bowls will be responsible for the appointment of members to the Recruitment Committee and a Chairperson subject to BOM approval

DUTIES:

- Review current Pennant teams (with stakeholders -Selector(s)/Leadership Group) with a view to both retaining present players and recruiting quality players to the Club who are compatible with the Club's culture.
- Prepare a list of potential recruits to be contacted by members of the R.C.
- Prepare a Recruitment Budget to be presented to the BOM.
- Develop and implement a plan of Welcome for all recruited bowlers joining to the Club.
- Ensure that all necessary documentation be completed, either by Recruitment Committee members or delegated as appropriate. Such documentation includes:
 - Application of Membership
 - Clearance(s)
 - Letter of Welcome
 - Player Agreement(s) & Player Contract.
 - Forward to Director of Administration
 - Consult with Director of Administration
 - Executive Officer
 - Consult with Executive Officer/Forward details to the Treasurer.

RESPONSIBILITIES:

- Have at least one formal Meeting per annum with Minutes to be recorded and a copy to be filed by the Director of Bowls.

DELEGATIONS:

- Chairperson to delegate as appropriate, the completion of all required documentation. Details relating to any documentation to be communicated directly by the Chairperson to both the Director of Administration and Executive Officer.