

September 12, 2023

LE CLUB BOULINGRIN DE BEACONSFIELD BEACONSFIELD LAWN BOWLING CLUB

ROLE DESCRIPTIONS FOR MEMBERS OF THE BOARD OF DIRECTORS AND OTHERS REPORTING TO THE BOARD

DUTIES OF THE PRESIDENT

Article 111 of the By-Laws

“The President shall preside at all meetings of the Club and of the Board; he or she shall be an ex-officio member of all committees and shall have general oversight over the business and affairs of the Club and perform such other duties as may be determined by the Board.”

The President is the Chief Executive Officer of the Club. As such, he/she has responsibility for all aspects of the operation of the Club. He/she shall maintain close contact with the executive and the Chairs of each committee.

The President will ensure that Board selects a nominating committee to prepare a slate of officers and directors for the forthcoming year.

With the assistance of the greens and equipment chairs, prepare a submission to the City (Director of Recreation) covering items that the City normally has responsibility for.

The President will ensure that conveners for the various events (i.e. Victoria Day, St. Jean Baptiste, Canada Day, etc.) are appointed.

DUTIES OF THE PAST PRESIDENT

The Past President is an Officer of the Club and shall assist the President as requested by the President and/or the Board. Responsibilities include:

- Alert the President of the history of the Club or events that have happened in the past.
- Act as Chair of the Nominating Committee.

DUTIES OF THE VICE PRESIDENT

Article 111 of the By-Laws

“In the absence or incapacity of the President, the Vice President may be called upon to perform the duties of that office.”

- The Vice President should be ready at all times to represent the President at meetings or functions that he/she is unable to attend.
- Performs other such duties as requested by the President or the Board.

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DUTIES OF THE SECRETARY

The Secretary is an officer of the Club and is responsible for the following:

- Prepares the agendas for all Club meetings.
- Takes minutes of all Board of Directors, Special, Annual, and Semi-Annual meetings and distributes them to each Director as soon as possible. Post a copy of the minutes on the Club bulletin board.
- A few days in advance remind all members of the Board of upcoming meetings.
- Conduct correspondence of the Club as directed by the President and/or Board.
- Ensure that notices for the Annual and Semi-annual General Meetings are sent to the members in accordance with the by-laws. Ensure that all documentation necessary for those meetings is available.
- Is the custodian of deeds and documents.
- Keeps the on line club calendar up to date.
- Controls the fobs to the annex.
- Other duties as assigned by the President or the Board.

DUTIES OF THE TREASURER

The Treasurer is an officer of the Club and exercises general oversight over the financial affairs of the Club on behalf of the members. The responsibilities include:

- Ensures that all accounts receivable are received promptly, and that all accounts payable are approved and paid promptly.
- With input and assistance of the President and the Executive, prepares the annual budget for the forthcoming year.
- On behalf of, and in the name of the Club maintains the necessary bank accounts.
- Ensures that all monies, valuables, GICs, and other bills are invested in the best interests of the Club.
- Prepares financial reports monthly for distribution to the Board members and annually for the Annual General Meeting.
- Prepares the appropriate tax returns as required.
- Keeps track of the club fixed assets net worth.
- Keeps BLBC's registration with the Quebec government (NEQ number) and the Federal Government (BN number) up to date.
- Ensure that the club meets all the mandatory workplace requirements, prepare pay-cheques and submits the Mandatory Employment Related Costs (MERCs) to the governments.
- Research and develop opportunities for grants and support from the Federal and Quebec governments. Requests government grant applications to be made by the assigned BLBC member as appropriate.
- Maintains good relations and acts as a single point of contact for federal and provincial government ministers and offices.

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DUTIES OF THE MATCH COMMITTEE

(Men's Match and Women's Match)

The Chair of the Match Committees is a member of the Board of Directors and has operational responsibilities for all bowling events, subject to the general guidelines established by the Board. This will be done by planning and running a coordinated and balanced program between Club events, invitational tournaments, and Federation events, as well as special events and social bowling.

Responsibilities:

- Enlists committee members to assist in planning and running the various aspects of the bowling program.
- Sets up specific sub-committees having operational responsibility for:
 - a. Club events
 - b. Invitational events
 - c. Federation and Provincial events
 - d. Senators and Golden Girls
 - e. Interclub
 - f. Tags down bowling
- Ensures that the notice board/web site is up-to-date with notices re the above.
- Collects entry fees for Provincial play as required.
- Coordinates activities with the Greens Committee:
Determines from the Greens Com. the usable rinks and then assigns individual rinks for all events. Assigns greens for Federation and Provincial play
- Coordinates activities with the Social/Hospitality Committee when appropriate.
- Ensures that greens and rinks are fully prepared for play.
 - a. Rinks are properly set
 - b. Scoreboards are ready
 - c. Benches are clean
 - d. Mats and jacks are in place
 - e. Water is available
- Establishes a rating committee and maintains member ratings
- Ensures that a Match Committee member is present for all events, particularly interclub and Federations events.
- Updates the club trophies as required.

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DUTIES OF THE CHAIR OF THE GREENS COMMITTEE

The Chair of the Greens Committee is a member of the Board of Directors and exercises general supervision over all aspects of greens. Specific responsibilities of the committee are:

- Ensures that the greens are maintained for lawn bowling use.
- Sets up and recommends to the Board all greens maintenance contracts with outside suppliers.
- Monitors the work of suppliers/workers to ensure that the terms of the contract are lived up to.
- Changes rink locations as needed and advise conveners on which rinks are available to bowl.
- At the end of the season, in conjunction with the President, prepares a submission to the Recreation Dept. of the City covering items the City should be responsible for.
- Ensures that the areas surrounding the greens are in a neat and tidy condition.
- Recommends to the Board the need for any major acquisition or maintenance expense.

DUTIES OF THE CHAIR OF THE EQUIPMENT COMMITTEE

The Chair of the Equipment Committee is a member of the Board of Directors and exercises general supervision over all aspects of equipment. Specific responsibilities of the committee are:

- Ensures club equipment is maintained including mowers, greens roller, and score displays.
- Sets up and recommends to the Board all greens equipment maintenance contracts with outside suppliers as needed.
- Oversee the condition of the clubhouse BBQ's.
- Prepares an equipment inventory once per year. This inventory will cover such items as bowling materials, i.e. pushers, mats, jacks, measures, umpire supplies, and club bowls.

DUTIES OF THE CHAIR OF THE MEMBERSHIP COMMITTEE

The membership chair exercises general supervision over all aspects of membership control. Specific responsibilities include:

Management of the open house and Coordinate with designated volunteers to provide support.

Process new members:

- Follow up on new member applications (*) & send them a template that provides guidance on how to access the website, on line registration, and payment.
- Coordinate with the training committee who will provide training and trials to new playing members
- Add email coordinates to the google account contact list
- Arrange for name tags for new members

Coordinate with the treasurer and propose membership rates for the following season to the board

Process returning members:

- Arrange for sending out automated renewal notices and invoices (*).
- Follow-up with anyone who has not responded to the renewal notices, update the membership renewal system status if required
- Coordinate with designated board members to follow-up with anyone who has not paid.
- De-activate members not renewing (*)
- Remove members not renewing from the google account contact list
- Maintain locker usage list. (*)

Ensure membership records are up to date (*)

(*) Access relevant link in the web membership renewal system

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DUTIES OF THE CHAIR OF THE SOCIAL/HOSPITALITY COMMITTEE

The Chair of the Social/Hospitality responsibilities include:

- Enlists sub-committee members to assist in the workload including being the hospitality convenor for a given event
- The hospitality convenor will:
 - Ensure that meals and sides are prepared as required.
 - Provide advice, as necessary, to the organizers of tournaments and special events.
 - Propose appropriate menus to the overall event convenor
 - Provide the overall event convenor a list of volunteer requirements for meal preparation. The event convenor will ensure these requirements are posted on the web site.
 - Coordinate with available BLBC hospitality volunteers to prepare the meals, sides, and desserts and other hospitality tasks. Fill out a template containing all the event hospitality tasks and assign a volunteer to each required task. Ensure that each volunteer is aware of their task assignments and understand what is required.
 - If applicable, coordinates with a caterer or food supplier that will provide prepared meals

DUTIES OF THE HOUSE DIRECTOR

This position has overall responsibility for all kitchen supplies and equipment, excluding the repair of appliances maintained by the City, i.e. stove, refrigerator, dish washer. Specific responsibilities include:

- Ensure there is a sufficient inventory of kitchen supplies:

Tea	Doilies
Coffee	Sugar
Instant coffee	Sugar substitutes
Lilly cups	Stir sticks
Napkins	Coffee mate
Water cups	Beer glasses (co-ordinate with Bar)
Dish Detergent	Saran & foil wrap
Coffee Mate	Thermos containers for tea
Paper coffee cups	

- Ensures (winter and summer) that sufficient supplies of the above are moved from storage to the kitchen as needed.
- Ensures the availability of items such as dish detergent, teapots, saran wrap, foil, dish cloths, etc. and arranges purchase as required.
- Supervise kitchen cleanliness, i.e. washing tea towels, keeping an eye on the refrigerator contents, etc.
- Remove expired items from the kitchen as necessary.
- Once a year, a general cleaning of the cupboards and inventory of kitchen equipment.
- Ensure that kitchen appliances are in good working order. Ensure that the City Public Works Dept. if outside service is required is notified.

DUTIES OF THE DIRECTOR OF PUBLICITY

The Director of Publicity is a member of the Board of Directors.

Duties include:

- Works closely with the President to ensure the Club is well publicized and promoted to prospective and current members with the objectives of attracting new members from Beaconsfield and other West Island communities.
- Utilizes various types of paid advertising, signage, and posters
- Utilizes recruitment campaigns, other promotional items, and placement of articles in local journals.
- In conjunction with the president, meets with city officials and communicates with other similar Clubs to promote the BLBC.
- Contacts club sponsors annually and ensures the renewal of sponsorships and website advertising

DUTIES OF THE DIRECTOR OF CITY RELATIONS

The Director of city relations has responsibility for assisting the president with items involving the city of Beaconsfield. Specific activities include:

- As early as possible reserve, with the Recreation Dept. of the City, the dates and times the clubhouse will be required
- Communicate with city councilors on matters that pertain to the BLBC

DUTIES OF THE DIRECTOR-AT-LARGE (BAR)

The Director-at-Large in charge has complete responsibility for all phases of activity relating to the bar. Specific activities include:

- Enlist committee members to ensure smooth bar operations.
- Ensure inventory levels are filled to meet prospective demand.
- Establish, with the Treasurer, a monitoring system to ensure the smooth flow of funds to the treasury.
- Working with the house chair to ensure sufficient beer and wine glasses are available.
- Obtains the necessary liquor licenses from the Quebec government.
- Ensures that the city approves consumption of alcohol on relevant dates
- Ensure that the cash box is secure and the cash balance is tracked

DUTIES OF THE FEDERATION REPRESENTATIVE

The responsibilities of the Federation Representative are:

- Attends all Federation meetings and reports all significant events, federation information, and decisions to the BLBC Board.
- Publicizes all Federation events to the membership to encourage participation.

DUTIES OF AN EVENT CONVENOR

An event convener will be assigned by the board to have overall coordination of an event that may have bowling and or meals. In some cases, bridge will be also be available for the event: The duties of the event convener will include:

- Overall management of a certain event.
- Decides on the overall event contents including meals, bowling, and bridge. Determine the schedule for the event including when bowling and meals commence.
- Determine the event costs & projected revenue. Target that the event net income is 10% of total revenue. Ensures that the event net revenue is at least break even. If the event, is to have a negative net income, obtain approval from the treasurer
- Publicizes the event to the members and utilize the web registration system
- Decides the bowling format and enlist a member to organize the bowling part of the event
- Enlists the social/hospitality representative to prepare the meal as required.
- At the end of the event, prepare event financial statement & submit funds to the treasurer with receipts
- Organizes the required volunteers to support the event and utilize the web registration system.
 - Ensures that there are adequate volunteers to support table setup/take down, serving, dish washing, food purchase, meal preparation, BBQ if required