



Bowls Committee Procedure

1.0.0 The Bowls Committee and Meetings	Approval Date:	07/02/2022
	Review Date:	07/02/2023
	Version No:	1
President:	Approved: Refer Minutes of 07/02/2022	Name: Joe Issell
Secretary:	Approved: Refer Minutes of 07/02/2022	Name: Brendan Gaudion

PURPOSE

To provide guidance on the requirements of all meetings held by the Bowls Committee under its Board of Management Delegation of Authority to oversee and administer all areas of the club regarding Bowls events and activities.

PROCEDURE SCOPE

To promote, oversee, organise, and operate the Bowls Committee meetings, activities and events of the Club in alliance with the strategic objectives of the Board of management.

PROCEDURE INTENT

The Bowls Committee will have overall responsibility for the administration of bowls activity in the Club, it will:

- Meet on a regular basis, as specified by the BOM, or as required or requested by the Bowls President.
- Encourage member participation in bowls events and activities.
- Promote Torquay Bowling Club especially in terms of Bowls participation and to attract and encourage new bowlers.
- Liaise with all club staff, as required, to ensure all bowls events operate effectively.
- Develop fixtures of all Club events.
- Report to the BOM through the Bowls President.

DETAILED PROCEDURES BOWLS COMMITTEE MEETINGS

The Bowls Committee will act in accord with the Delegation of Authority, as provided by the BOM.

1.1 Bowls Committee Structure

- President
- Secretary
- Pennant Coordinator
- Tournament/Championship Coordinator
- Social Bowls Coordinator
- Twilight Bowls Coordinator
- Bowls Services Coordinator

Note: There is provision for the role of an Assistant Secretary and a Vice President

2.1 Meeting dates and frequency

- The Bowls Committee will meet monthly, as a full Bowls Committee, during the bowls season and at least bimonthly out of season.



Bowls Committee Procedure

3.1 Absent officers

- Officers who will be absent from a Bowls Committee meeting must arrange for a replacement who will have voting rights at meetings – (e.g. Bowls President – Vice Bowls President)

4.1 Flying Minutes:

- May be issued by the Secretary when the Bowls President deems that action is necessary for the Bowls Committee to make an urgent decision.
- A Flying Minute may be delivered electronically or by another means to all members of the Bowls Committee, provided that the Bowls Committee ratifies each at its next meeting,

5.1 Minutes:

- The minutes of the Bowls Committee will be available to the Board of Management upon request.
- Be contained in book and/or electronic format.
- Be regarded as a historical and legal club document, and
- Be correctly archived and published on the Bowls Committee noticeboard subject to matters of confidentiality being removed by the Bowls President prior to display.

6.1 Bowls Meetings

a. Members Meetings

- The Bowls Committee and the Board of Management will jointly conduct meetings, named Members General Meetings, such meeting may be conducted either singly or jointly.
- A minimum of two meetings per year will be conducted by mutual agreement on the dates between the Chair and the Bowls President.
- Members General Meetings will be listed as official club activities in the Fixture Book.

b. Special Purpose Meetings

- The Bowls Committee may approve to conduct a Special Purpose Meeting to organise any bowls event.
- A subcommittee may call a special purpose meeting when required to help achieve its delegated role, e.g., pennant pre-season.
- Accordingly, a section of bowlers may meet if the Bowls President deems a meeting to be necessary. There will be no restriction upon any member attending such a meeting.

c. Meeting Function

Unless otherwise requested by the Board of Management a section meeting must limit discussion to:

- The conduct of bowls
- Information provision
- Expression of opinions about the management of bowls
- Organisation of events
- Offer advice to either the Board of Management or Bowls Committee if either entity requests advice.



Bowls Committee Procedure

- No formal minutes will be kept of such meetings, nor will formal motions be accepted, but the Bowls President may seek a common agreement amongst members present and will report in detail to the Board of Management about such meetings.

Note: The Constitution provides other opportunities for members to express their views.

7.1 Resignation

- The Bowls Committee can accept resignations from its officers but must advise the Board of Management by submitting the appropriate letter.

8.1 Reports

- The Bowls Committee shall also provide any other reports, minutes and information required by the Board of Management.

PROCEDURE GOVERNANCE

The Bowls Committee will:

- Review this procedure, prior to the commencement of the season and amend or enhance the procedure where necessary.
- Provide a copy in the Procedure manual or a soft copy on the Clubs website.
- Communicate procedure content to members.
- Communicate Bowls Committee Decisions etc to BOM via the Bowls President.