



Role Description – Bowls Chairperson

The role of the Bowls Chairperson is to provide **the principle leadership and responsibility for the Bowls Section and the Committee**, being a sub-committee of the Wanneroo Sports & Social Club (Inc.)

Section 14. DUTIES (as stated in the Wanneroo Bowls by Laws)

Chairperson *The Chairperson shall preside over all meetings, excepting the Sub-Committee meetings. In the absence of the Chairperson, the Vice Chairperson shall preside. If neither is present, the meeting shall elect a Chairperson. The Chairperson and Vice Chairperson shall have a vote as a full member and in the event of an equality of votes, the member who presides over the meeting shall have the casting vote. The Chairperson shall be an ex-officio member with the right to vote on all Sub-Committees.*

Desirable Attributes:

The Bowls Chairperson should:

- be well informed of all organisation activities and able to provide oversight
- be a person who can develop good relationships internally and externally
- be forward thinking and committed to meeting the overall goals of the Club/Bowls section.
- have a good working knowledge of the Wanneroo Bowls Constitution, rules and duties of office bearers
- be able to work collaboratively with other Committee Members
- be a good listener and attuned to the interests of members and other interest groups
- be a good role model and a positive image for the Club/Bowls section in representing the Committee in other forums (e.g. Bowls WA meetings)
- be a competent public speaker

Specific duties include but are not limited to:

- Chair Committee meetings ensuring that they are run efficiently and effectively.
- Regularly focus the Committee's attention on matters of Bowls governance that relate to its own structure, role and relationship to Bowls members.
- Periodically consult with Committee members on their role, to see how they are going and help them to optimize their contribution.
- Work with the Committee to ensure:
 1. The necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required.
 2. Goals and relevant strategic and business plans are developed in order to achieve the goals of the Club/Bowls Section.
- Represent the organization (Bowls Section) at meetings of the Bowls association or regulatory body and serve as a spokesperson when required.



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- Communicate regularly and systematically with the main committee and other sub committees of the Wanneroo Sports & Social Club and its members to ensure consistency with overall bowls committee objectives.
- Assist in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the Club/Bowls section.
- Chairing and managing the Annual General Meeting of the Bowls Section.