

# GEELONG BOWLS REGION

## POSITION DESCRIPTION

Source: Sports Community, Bowls Australia, and Bowls Victoria

### Board Director

The role of a general Board Director is to provide support to the President, Secretary and other Board Directors to ensure the GBR sets and meets its goals and objectives, is administered according to the Constitution and completes all legal and compliance obligations.

#### Responsibilities

The general responsibilities of Board Directors are wide and varied and may include, but certainly not limited to the following responsibilities.

##### Knowledge

To successfully undertake the role of a Board Director they should:

- Be well informed of all activities.
- Have a good working knowledge of the Region Constitution and Regulations, policies and procedures as well as the duties of all office holders.
- Have an understanding of the legal and compliance obligations of running the Region.

##### Governance

Board Directors generally contribute to the development, definition and delivery of the following Club activities and responsibilities:

- Culture and behaviours.
- Goals and objectives and documented strategies and implementation plans on how they will be achieved.
- Identification and formulation of budgets and cash flow projections for the upcoming year.
- Ensuring compliance and legislative obligations are met.
- Ensure the health and safety of all participants.
- Ensure all complaints and disputes are immediately investigated and responded to according to policies and procedures.

- Volunteers are trained and supported throughout the year to undertake their roles successfully.
- Assist the President and Secretary in their duties as required.
- Undertake tasks at the request of the president or Board.
- Undertake portfolios specified by the President or Board Directors.

##### Participating in Meetings

Attending and actively participating and contributing to Board meetings is a core function of a Board Director. GBR meet second Monday 7.00pm at City of Geelong BC

#### Essential Skills and Requirements

- Dedicated Club person.
- Ability to provide calculated opinion in group discussions at Board meetings.
- Outgoing personality.
- Effective communicator.
- Be discreet and able to maintain confidentiality on relevant matters.
- Hold or willing to apply for a current volunteer working with children check (if required).

##### Board Directors are required to:

- Act in the best interest of the GBR at all times.
- Attend all Board meetings.
- Undertake the role in good faith and honesty.

If at any stage the Board Director becomes aware of a personal conflict of interest, real or perceived between themselves and any Club / Board, they should immediately notify the President of the conflict who will immediately inform all other Board Directors.



## **End of Term hand over**

### *Updating key documents*

At the end of each term, a key activity of a Board Director will be to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the Club Secretary prior to the Annual General Meeting each year.

### *Induction of the incoming Board Directors*

An important responsibility of an outgoing Board Director is to train, mentor and support the incoming Board Directors.