

## **SASKATCHEWAN 5 PIN BOWLERS' ASSOCIATION INC.**

### **EXECUTIVE MEMBERS AND OFFICERS DUTIES AND RESPONSIBILITIES MANUAL**

#### **PRESIDENT**

1. Supervise the other Executive Members and Officers in the execution of their duties in accordance with the Duties and Responsibilities Manual.
2. Preside at all meetings.
3. Attend the C5PBA Annual General Meeting and Semi-Annual General meeting.
4. Be the Team Manager of the Provincial Open Teams at National events.
5. Be the Delegate to the Bowling Federation of Saskatchewan Annual General Meeting and Semi-Annual General Meeting.
6. Oversee the general management and supervision of the affairs and operation of the S5PBA.
7. Submit a written report at each Annual General Meeting and Semi-Annual General Meeting of the S5PBA.
8. Be the deciding vote on all tied motions.
9. Be one of the signing authorities on the S5PBA bank account.
10. Appoint people to fill all appointed positions based on input from the other Executive Members and Officers on their qualifications to fulfil the position(s).
11. Appoint a non-voting person to handle the nomination process and/or ballots.
12. Responsible for the S5PBA completed year end reporting submission for the Sask Sport Inc. Follow Up Report to the Federation office

## **1<sup>st</sup> Vice President**

1. Perform the duties of the President in the absence of the President.
2. Be a Delegate to C5PBA Annual General Meeting and the Semi-Annual General Meeting.
3. Be the Team Manager for the Inter-Provincial National Team.
4. Be the Team Manager for the Open National Team if the President is unable to attend.
5. Be the Chairperson of the Bylaws Committee.
6. Be an alternate delegate to the Bowling Federation of Saskatchewan meetings if the President or Treasurer are unable to attend.

## **2<sup>nd</sup> Vice President**

1. Perform the duties of the President or 1st Vice President in their absence.
2. Be the Team Manager for the Inter-Provincial National Team if the 1st Vice President is unable to attend.
3. Be the Chairperson of the Life Member Committee.
4. Promote and assist in nominations for C5PBA Grassroot and Elite Coach of the Year

## **Secretary**

1. Have charge of records and correspondence of the S5PBA.
2. Notify the Executive Members, Officers and Delegates of any and all meetings of the S5PBA, in writing or by email.
3. Keep the Minutes of all meetings of the S5PBA, either in a binder or electronically.
4. Ensure that all Minutes of the Annual General Meeting, Semi-Annual General Meeting and Special Meetings are posted on the website.
5. Be the custodian of the corporate seal.

## **Treasurer**

1. Keep a full and accurate account of all receipts and disbursements of the S5PBA in proper books of account in accordance with the Bowling Federation of Saskatchewan and Sask. Sport guidelines.
2. Provide a financial statement whenever directed to do so.
3. Deliver the books and records of the S5PBA to the auditor as soon as possible after the end of the fiscal year.
4. Post the audited Financial Statement annually on the Bowling Federation website.
5. Present the audited financial statement at the Annual General Meeting.
6. Pay all approved expense claims and S5PBA related expenses that are accompanied by an invoice, in a timely manner.
7. Prepare and file the corporation's Annual Return.
8. Responsible for receipt and tracking of all grant monies received.
9. Provide invoices to zones for membership every September
10. Calculate and provide invoices to zones sending teams to the IP and Open Nationals.
11. Track and manage banking funds and accounts as required
12. Update banking signing authorities when necessary
13. Deposit all payments received by S5PBA to the operating bank account.
14. Prepare and file GST returns
15. Submit signed audited financial statement to the Federation office

## **Recording Secretary**

1. Establish and maintain permanent records of record scores and high averages bowled in all affiliated Local Associations.
2. Order and distribute all record score awards.
3. Submit Provincial record scores to C5 Office.
4. Ensure all names, scores and dates are correct. Re: Spelling  
Year/Month/Day  
Centre
5. Set deadline date for record scores to be in to the recording secretary

## **Membership Chairperson**

1. To maintain a list of all C5 numbers that have been issued
2. Send out invoices and a membership list to each association at the start of the new season
3. Issue new cards as needed

## **Tournament Director**

1. Keep the Tournament/Hosting Manual up-to-date.
2. Supply the Local Association hosting an event with a copy of the Tournament/Hosting Manual.
3. Ensure that copies of committee meeting Minutes and all agreements entered into with anyone (hotels, suppliers, banquet, etc) be available upon request.
4. Prepare lane draws for all events.
5. Be available to answer all questions, either by correspondence or in person at Hosting Committee meetings.
6. Obtain all information from Hosting Committee when it is completed and prepare information for posting on the website and request that all replies regarding the information be returned to the contact person of the Hosting Committee.
7. Supply forms for office manager of the event to record scores bowled.
8. Assist the Hosting Committee in obtaining all necessary information required and to obtain reports as to the progress. It is entirely up to the Hosting Committee to run the event providing they meet with the guidelines as set by the S5PBA.
9. Supervise, manage, and control all tournaments held by the S5PBA or by its direction and have the power to change the location of any tournament if at any time the city, person or Local Association defaults on any of the terms, conditions, or sanctions set by the S5PBA.
10. To research the history of bowling in Saskatchewan and compile records of same.
11. To record present day achievements.
12. Document provincial and national tournament information for the Sask Sport Inc. Follow up Report. Submit to the Federation Office.

### **Technical Director**

1. To assist in the development, implementation and administration of all technical programs of the S5PBA.
2. Serve as co-ordinator for Judge of Play clinics and lane certification.
3. Communicate up-to-date information regarding Judges of Play clinics and lane certification to the S5PBA membership.
4. Responsible for lane certification of all bowling centres and certification of all Judges of Play to be used in S5PBA/C5PBA sanctioned competitions, as required.
5. Ensure that Judge of Play clinics and lane certification are handled by qualified agents throughout the province so as to be most cost effective.
6. Recommends changes to the proper authorities regarding Judge of Play clinics and lane certification.

### **Zone Director**

1. Be the representative of their Zone.
2. Be a Delegate at all S5PBA meetings. If they are unable to attend a meeting, appoint another Delegate to attend.
3. Keep all Local Associations in their zone aware of all the business arising from the S5PBA meetings, and be familiar with all events run by the S5PBA.
4. Be available to attend Local Association meetings in their Zone if requested to do so.

### **Immediate Past President**

1. Serve as the Chairperson of the Nominating Committee.
2. Attend any and all S5PBA Meetings.
3. Act as a consultant.