

BV and Casey Delegate Pakenham Bowls Club

The role of the BV and Casey Delegate is to act as Delegate of the Club to represent the Club at BV meetings and Casey Region

Responsibilities:

- To attend Centre meetings and vote as directed by the Board or if no specific instructions are given then to vote having regard to views as expressed by the Board or Club and then report back to the Board.
- Report to the board on decisions and directions of being taken by BV and Casey.

Knowledge Management.

- To be aware of the boards position about the policies and direction the board will undertake in the future..

Succession planning.

A key responsibility of the BV and Casey Delegate is to ensure that at the end of their term a new BV and Casey Delegate can be easily recruited.

Requirements.

The BV and Casey Delegate is expected to:

- Act in the best interest of the members always.
- Attend all Committee meetings.
- Undertake the role in good faith and honesty.

If at any stage the BV and Casey Delegate becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Chair of the conflict who will immediately inform all other committee members.

End of year hand over.

Updating key documents.

- At the end of each year a key activity of the BV and Casey Delegate 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 included in the club information register prior to the Annual General Meeting each year.

Induction of the incoming BV and Casey Delegate.

- An important responsibility of outgoing BV and Casey Delegate is to train, mentor and support incoming the incoming BV and Casey Delegate.