

## **Greens Director**

The Green's Director is responsible for green conditions and usage. The Green's Director has overall responsibility for the Greens, the Greens' allocation, and the Greens' equipment and shall work within the framework set by the Chair to resolve any scheduling issues between the conflicting needs.

### **Responsibilities:**

- Serve as Chair of the lawn bowling Greens Committee if it exists.
- Serve as member of the Bowling Committee if it exists.
- Provide the board with a long-term plan of Green's usage and replacement.
- Plan the operation of Green's operation.
- Liaise with Selectors, Tournament Directors and Non- Members Bowls Co-Ordinator's and have appropriately prepared rinks available for play on all days as set out in the club program, on club days.
- Oversight the use of Green's equipment.
- Manage the green marking and rink designating material.
- Forward all accounts for the purchase of items reasonably required to carry out the above functions to the Director of Finance for payment.
- The Greens Director shall have the authority to organize the attendance of Members and any visitors of Members as working bees on club property.
- Responsible for the purchase and safe storage of all products required to maintain the green.
- Prepare an inventory of all tools, machinery and stock items owned by the club.
- Ensure all tools and machinery items carry the club identification and are properly maintained.
- To prepare a roster of members delegating the rolling (and mowing if required) of the green, marking out of rinks, putting out scoreboards, mats, jacks etc. for each playing day.
- Vacuuming – At least each week in any direction.
- Rolling – Roll lightly regularly only in the direction of seams.
- Irrigation – Base metal must always be kept damp. Irrigate accordingly.
- Shampoo – keep clean by shampooing regularly using a commercial detergent.
- Direction of play – can be in either direction. Vary rink placement pegs to spread wear.
- (Refer to installer's recommendations as regards the above requirements.)

### **Knowledge Management.**

- Attain a good working knowledge of Greens' Keeping and maintenance practices in order to be able to communicate with members and answer questions knowledgeably
- Maintain a register of the latest version of Green's club documentation.
- Maintain a register of all signs and green marking material.
- Ensure that all Green's volunteers are up to date in their understanding of the standard and work required.

### **Succession planning.**

A key responsibility of the Green's Director is to ensure that at the end of their term a new Green's Director can be easily recruited.

### **Requirements.**

The Green's Director is expected to:

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

If at any stage the Green's Director 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 Green's 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 included in the club information register prior to the Annual General Meeting each year.

Induction of the incoming Green's Director.

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

# Rink Allocation Process

