**BOARD PORTFOLIOS**

I have asked each of the Board Members to take responsibility for a particular component of the Club’s activities. These responsibilities are in two parts – an operating component in managing the day to day operations of the club and a planning component. The allocation is:

**Ian Wilding**, **Executive Director**

Operating – Overall organisation and finance. I shall be responsible for liaison with outside organisations (notably, our landlord (KCC) and our bankers) and for keeping our members informed of Board decisions.

Planning – Co-ordinating the development of 3, 5 and 10 year forward plans and preparation of documents to keep members informed.

**Diane McFarlane, Finance Officer**

Operating – To record and report on the financial activities of the Club to the standards required by the Incorporations Act.

Planning – to develop financial models for 3, 5 and 10 year forward plans.

**Neil Lewis, Board Secretary/CCO**

Operating – Has responsibility for all communications. In particular managing the flow of information to and from Bowls Victoria and ensuring that all relevant information reaches the Bowling Committee Chairperson and/or Bowling Committee Secretary. Has responsibility for procedural, statutory and contractual requirements.

Planning – To keep abreast of any new developments being introduced or considered by BV or other statutory bodies so that these may be taken into consideration as our forward plans develop.

**Suzanne Webber, Director**

Operating – Occupational health and safety.

Planning – Developing ideas and strategies on how we may attract new members.

**Graham Unwin, Director**

Operating – Assisting the Board Secretary and overseeing the Club’s insurance requirements.

Planning – Developing ideas and strategies on how we may attract new members.

**Doug Rafter, Director**

Operating – Property security. Member welfare.

Planning – Lights project. Developing ideas and strategies on how we may attract new members.

**Bob Steele, Director**

Operating – Greens maintenance and general property maintenance. Assistance with procurement of bar stock.

Planning – Developing ideas and strategies on how we may attract new members. Keep abreast of evolving greens technology and, in conjunction with the Vice-Chair of the Bowling Committee, develop strategies for periodic maintenance/replacement of the Club’s greens.

**Claire Baskett, Ladies’ President and Chair of Bowling Committee**

Operating – Manage Bowling Committee

Planning – Develop ideas and strategies to increase participation in all bowling activities not only by our own members but also by attracting visitors to social and competitive events at Edithvale.

**Peter Howell, Men’s President and Vice-Chair of Bowling Committee**

Operating – Manage Bowling Committee

Planning – Keep abreast of evolving greens technology and, in conjunction with Bob Steele, develop strategies for periodic maintenance/replacement of the Club’s greens.

The portfolios are not restrictive or rigidly compartmentalised. They are designed to spread the workload.

**Members** - Please do not hesitate to consult with your board members so that they may bring to the Board for discussion any new ideas or concerns.

The Board’s ethos is to work as a team to get the best outcomes for the Club both on and off the greens.

Ian Wilding

April 2017