**SYDNEY NORTH WEST ZONE 10 BOWLING ASSOCIATION**

**NOMINATION FOR ZONE 10 MATCH COMMITTEE (5 to be elected)**

Each nomination may include a resume of experience. Nominations close with the Zone Secretary at 5 pm on Friday **30th September 2016.** The members of the Sub-Committee must be available to travel to events within the Zone and NSW as rostered by the Chairman.

**We, the undersigned hereby nominate**

|  |  |  |
| --- | --- | --- |
| ***NAME:*** |  |  |
| for the position |  |  |
| ***Indicate position:*** | **MATCH COMMITTEE** |  |
| **PROPOSED BY** |  |  |
| ***Print Name:*** |  |  |
| Who is a full member of |  |  |
|  |  | *Bowling Club* |
| Signed by the Proposer |  |  |
| ***Signature:*** |  |  |
| **SECONDED BY** |  |  |
| ***Print Name:*** |  |  |
| Who is a full member of |  |  |
|  |  | *Bowling Club* |
| Signed by the Seconder |  |  |
| ***Signature:*** |  |  |
| **CONSENT OF NOMINEE**I consent to this nomination |  |  |
| ***Signature:*** |  |  |
| I am a full member of |  |  |
|  |  | *Bowling Club* |
| Additional Details |  |  |
| **Address** | **Postcode:** | **Phone:** |

**Chairman** -  Role includes, but not restricted to:

1. Overseeing and Coordination of Match Committee to ensure it functions in the best way possible to serve the membership.
2. Deal with all Zone Match Correspondence.
3. Keep membership apprised as to upcoming events, changes to COP, changes to Zone Program, Procedures & other meetings etc. including updating Zone 10 Social Media.
4. Compile and submit reports and send updated records to Bowls NSW as required.
5. Set Zone Event Program and update Zone COP.
6. Write Bi-Monthly reports for the Zone 10 Delegate Meetings and report to Zone 10 Executive.
7. Oversee the organisation and running of all Zone 10 events.
8. Overseeing Club and Player eligibility to enter and compete in Association events and apply penalties for breaches when necessary.

**Vice-Chairman** -  Role includes, but not restricted to:

1. Directly assisting Chairman with their roles and responsibilities.
2. Become acting Chairman should the Chairman be unavailable.

**Secretary - Role** includes, but not restricted to:

1. Taking Meeting Minutes and making same available to all members of the committee in reasonable time.
2. Document all official Zone 10 Match incoming and outgoing correspondence.

**Publicity Officer** (AAP recording) -  Role involves:

1. Recording of Pennant, Zone Championship Sectional Finals, Semi-Finals, and Finals results with AAP for publication in Sydney print media.

**All Committee Members** - Obligations include:

1. Attending the majority of Zone 10 Match Committee meetings.
2. Answering correspondence from Chairman and/or other Match Committee Members in a timely fashion.
3. Make themselves available to act as Controlling Body at Zone 10 Match Coordinated events