



## **CALGARY 5 PIN BOWLERS' ASSOCIATION**

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### **Executive Roles and Responsibilities Summary**

*This document is to serve as a guideline for roles and responsibilities of the Calgary 5 Pin Executive. All positions are dynamic in nature and the roles and responsibilities may evolve as the need necessitates.*

#### **President**

Type: Elected (Cycle A)

Term: 2 Years

#### Roles and Responsibilities:

- Be an ex-officio member of all committees
- Be the primary signing authority for all contracts, leases, agreements, etc. on behalf of the Association
- Preside at all meetings of the Executive and Council
- Co-ordinate the overall functioning of Council and delegate duties accordingly
- Represent the Association at the Alberta 5 Pin Bowlers' Association meetings
- Manage and prepare, with the assistance of the 1<sup>st</sup> Vice President, the annual start-of-season information package distributed to all Association member centres
- Manage correspondence relating to Association business (internal and external)

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

Type: Elected (Cycle B)

Term: 2 Years

#### Roles and Responsibilities:

- Act as President in the absence of the President
- Represent the Association at the Alberta 5 Pin Bowlers' Association meetings
- Manage member communications (comments, suggestions, complaints, etc.) and communicate these with the Executive
- Manage relationships and communications between the Executive and Tournament Chairpersons
- Will act as a "go-between" with respect to communications involving the Executive, Tournament Chairperson(s), and members; however, all final decisions still reside with the Executive and Council
- Assist the President with the annual start-of-season information package distributed to all Association member centres
- ALTERNATE: Preside at all meetings of Executive and Council

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

Type: Elected (Cycle A)

Term: 2 Years

### Roles and Responsibilities:

- Act as President in the absence of the President and the 1<sup>st</sup> Vice President
- Manage all aspects of tournament awards, including communication with the Tournament Chairperson(s) and tournament awards vendor(s)
- ALTERNATE: Attend and record minutes of all meetings of Executive and Council
- ALTERNATE: Take receipt of minutes of other Association committees and document them for record
- ALTERNATE: Represent the Association at the Alberta 5 Pin Bowlers' Association meetings

## **Secretary**

Type: Elected (Cycle A)

Term: 2 Years

### Roles and Responsibilities:

- Attend and record minutes of all meetings of the Executive and Council
- Take receipt of minutes of other Association committees and document them for the record
- Produce copies of the minutes to distribute to Council members
- Have charge of all correspondence of the Association, as directed by the President or Council
- Prepare and distribute a list of all Council members, their positions held, addresses, and telephone numbers
- ALTERNATE: Represent the Association at the Alberta 5 Pin Bowlers' Association meetings

## **Treasurer**

Type: Elected (Cycle B)

Term: 2 Years

### Roles and Responsibilities:

- Responsible for all collections and deposits of the Association monies
- Properly tender and truly account for all the Association monies
- Present, verbally and written, a report at the Regular Meetings
- Prepare a yearly financial report to be duly reviewed and presented at the Annual General Meeting
- Co-ordinate with each Tournament or Committee Chairperson(s) a budget for presentation to Council
- Be the primary signing authority for cheques and financial documents of the Association
- ALTERNATE: Represent the Association at the Alberta 5 Pin Bowlers' Association meetings