



# CALGARY 5 PIN BOWLERS' ASSOCIATION

[www.calgary5pin.ca](http://www.calgary5pin.ca)



## Other Board Positions Roles and Responsibilities Summary

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

### Memberships

Type: Volunteer  
Chairperson(s) Required: 1

#### Roles and Responsibilities:

- Manage membership database on behalf of the Association in conjunction with the Alberta 5 Pin Bowlers' Association
- Distribute membership renewal forms to Association member centres
- Collect completed membership renewal forms and monies from Association member centres
- Provide the Treasurer with renewal monies and summary for deposit

### Awards

Type: Volunteer  
Chairperson(s) Required: 1

#### Roles and Responsibilities:

- Manage and distribute general Association achievement awards
- Manage and distribute Seniors' Challenge achievement awards
- Manage achievement award inventory levels (certificates, lapel pins, plaques, etc.)
- Develop and maintain achievement awards criteria, ensuring that the criteria and any changes are communicated to member centres

### Casino Co-ordinator

Type: Volunteer  
Chairperson(s) Required: 1

#### Roles and Responsibilities:

- Manage all aspects of the Association casino events (only required in years with a casino)

### Webmaster

Type: Volunteer  
Chairperson(s) Required: 1

#### Roles and Responsibilities:

- Manage all aspects of the Association website and hosting requirements