**Bermuda Bowls Association (the “Association”)**

**Bylaw 1**

**Management Committee Role Descriptions**

1. **Introduction**

The Association’s Constitution lists the roles comprising the Association’s Management Committee. This Bylaw sets out the duties of each role. It is expected that role holders perform the duties as set out below.

1. **President**

The President serves as the leader and spokesperson of the Association, responsible for overseeing strategic direction and overall management of the Association.

**Duties:**

* Provide vision and strategic direction for the Association.
* Provide leadership in relation to the overall operation of the Association and key decision-making
* Play a leading role to represent the Association in external matters including public relations and promotion of the Association.
* Preside over meetings, ensuring they run smoothly and efficiently.
* Oversee the implementation of plans and projects.
* Uphold the Association’s Constitution and adherence to relevant regulations with integrity.
* Delegate to other members of the Management Committee and encourage Members to volunteer in support of the Association’s objectives.
1. **Secretary**

The Secretary is responsible for the Association’s administrative matters, ensuring that the organization's meetings, records and communications are properly managed and documented.

**Duties:**

* Maintain official records, including meeting minutes, legal documents, and correspondence.
* Ensure timely distribution of meeting agendas, minutes, and other documents to board members and members.
* Handle scheduling and notice of meetings in accordance with the Association's Constitution and relevant Bylaws.
* Maintain the membership database and track membership renewals.
* Ensure the Association complies with reporting and filing requirements (e.g., annual reports).
* Assist the President and other officers in executing their duties.
1. **Treasurer**

The Treasurer manages the financial aspects of the Association, ensuring sound financial practices, transparency, and accountability.

**Duties:**

* Oversee the financial health of the Association, including tracking income and expenses.
* Prepare and present financial reports to the Management Committee and General Meetings.
* Maintain accurate financial records, including books of accounts, receipts, and invoices.
* Prepare annual financial statements and financial plans.
* Ensure compliance with financial regulations and any applicable tax laws.
* Advise on fundraising efforts and any financial risks.
* Manage the Association's bank accounts and financial transactions.
1. **Welfare Protection Officer**

The Welfare Protection Officer is responsible for ensuring the well-being of members, particularly with regard to safeguarding, child protection, and ensuring a safe environment for all involved in the Association's activities.

**Duties:**

* Oversee the safeguarding and welfare policies to protect vulnerable individuals (e.g., children, youth, or those at risk).
* Ensure all volunteers and coaches undergo background checks and are trained in safeguarding.
* Act as a point of contact for any concerns related to welfare and protection issues.
* Handle complaints or concerns about inappropriate behavior, harassment, or abuse within the organization.
* Advise the Management Committee on best practices for welfare protection and compliance with relevant laws.
* Ensure that the Association has clear policies and procedures in place for reporting incidents.
* Ensure that the Association follows best practices for promoting inclusivity and equal opportunities in its activities.
1. **Declaration**

This Bylaw is approved by the Association’s Management Committee this 25th day of February 2025

President: David Leach

Secretary: Jude Barton