

ADMINISTRATION

EXECUTIVE DIRECTOR

1. Office Duties and Timelines

a. General duties

- Mail
- Inquiries - clubs and members & phone calls
- A. • Write letters
- Send informational material if necessary re: inquiries on possible new clubs - copy Planning Committee
- Liaise with BCB, Sask Sport, Government agencies, membership, between committees etc.
- Attend board meetings, AGM, and committee meetings
- Attend Sask Sport AGM, small group meetings and profile meetings and any other Sask Sport functions as required
- Distribute correspondence as received from Bowls Canada Boulingrin, government agencies and other sources for appropriate review and action by the Executive Committee
- File an Annual Return with the Corporate Registry, complete with a current list of Officers, and a copy of the most recently audited Financial Statement
- Maintain files of Minutes and correspondence of the Association
- Be prepared at all general meetings of the Association to open the books and records of the Association for inspection by the membership
- Keep a current register of all members of the Association in format required by Sask Sport
- Perform other duties as requested by the President
- Send out Club Sport Profile
- Finances – pay bills, receipt cheques, enter data into accounting software, reconcile monthly bank statements, prepare monthly and annual financial statements and distribute to Board of Directors

JANUARY

- Early January Board Meeting - Have final draft of budget approved by Board if not done in December
- Tally Sask First points and prepare Sask First Applications for mail out Jan. 15
- Prepare Sport Profile - Deadline February 15th
- Be sure all MAP Grants are complete - exception Indoor clubs - deadline March 1
- Forward *Award of Merit* applications to Board members to choose recipient. Prepare letters to recipients
- Work with target community to set up short mat program, advertise and find volunteers
- Update committee duo-tangs, tournament lists

FEBRUARY

- Complete Sport Profile and submit by February 15th
- Ensure notice and agenda are sent to Sask First Committee
- Ensure information is accurate and copy Sask First Applications
- Check to be sure all paperwork has been received and all monies have been paid to date for programs/grants (i.e. MAP grants, pertaining to sport profile)
- Begin target community short mat program
- Book facility for Annual Meeting (last weekend in May)
- Sask First Applications in by February 15th / Sport For All Applications sent out
- Nominate coaches of athletes who medaled at Nationals for recognition by Sask Sport

MARCH

- Sask First Meeting
- After Sask First meeting send out package to successful applicants/letter to unsuccessful applicants - March 15th
- Poster, Applications
- MAP Grant calculations and letters
- Begin organizing Sport Medicine and Science Council of Saskatchewan weekend
- Complete any adjustments to books prior to audit

APRIL

- Start on AGM Meeting Package
- Prepare and print Grey Cup tickets
- Prepare notice and send out finalized AGM Agenda
- Remind committee chairs - reports due
- In consultation with President, prepare agenda for AGM
- Proof, copy and mail AGM minutes to clubs
- Update Policy Manual

MAY

- Books to auditor / Board Meeting to approve audit
- Check Athlete Assistance Applications for accuracy and photo copy
- Update Athlete Assistance applicant list
- Send packages to successful Athlete Assistance applicants/letter to unsuccessful applicants
- Submit Annual Return and Audited Financial Statement to Sask Justice Corporations Branch
- Send out Drawmaster Packages
- Finalize SMSCS Weekend
- AGM

JUNE

- Receive Playdown and entries and do the draw - ensure all participants are notified
- Prepare paperwork for drawmaster and mail or fax
- Complete Sask Sport Follow-up - deadline July 1st
- Attend Sask Sport AGM Prepare
- Prepare National Championship athletes' packages

JULY

- Submit Sask Sport Follow-up
- Do draws and paperwork for playdowns
- Receive and correct membership lists – deadline July 15th
- Receive MAP Grant spending plans for Outdoor clubs by July 15th
- Complete any requirements for nationals
- Travel arrangements for National Championships
- Maintain Website
- Update Social Media as needed

AUGUST

- Ensure clubs have submitted tournament funding forms- deadline September 30
- Visit each club in province if not completed in July
- Assist host clubs with National Championships preparation
- Register national team athletes for Sask Sport Coach/Athlete Advance

SEPTEMBER

- Update membership lists and membership data
- Ensure Sask First meeting notice and agenda are done & mailed
- Ensure meeting and agenda for Sask First meeting
- Attend professional development seminars (many in September / October), invite relevant board members
- Submit Indoor Qualifier fees to Bowls Canada Boulingrin

OCTOBER

- Sask First meeting - budget to Board
- Sport for All meeting – budget to Board
- Submit review board results - Bowls Canada Boulingrin
- Submit membership lists and numbers to Bowls Canada Boulingrin
- Send out indoor submission sheets
- Organize Competition Coach Workshop (rotate between Regina and Saskatoon)
- Prepare Future Best applications
- Prepare Jeux Canada Games Grant
- Nominate Athlete of the Year

NOVEMBER

- Prepare Admin budget
- Ensure all Grey cup tickets and funds received
- Receive MAP Grant spending plans for Indoor clubs by November 30th
- Run Competition Coach Workshop

DECEMBER

- Present draft budget for adjustments
- Prepare final draft
- Amalgamate all budgets for presentation to board
- Ensure Grey cup winners paid, letters sent out and winners posted on website.
- Pay MAP grants
- Pay Advertising grants
- Pay Coaching Hours to clubs
- Awards and Recognition nominations in by Dec. 31

2. Meetings

a. Board Meeting 3-4 per year

- Book meeting room / Conference Call
- Notify members of date - phone/meeting notice
- Copy any correspondence - for members packages
- In consultation with President prepare Agenda
- Proof & adjust minutes from Secretary Treasurer
- Copy and mail minutes with any attachments (electronically where possible)
- Complete any tasks required from meeting
- Copy minutes of any committee meetings held since the last board meeting for ratification
- Relay any changes/motions from other committees that may affect the decisions/operation of this committee

b. Committee Meetings/ Annual Meetings

- Book Meeting Room (at least 1 month in advance for AGM) / Conference call
- Get agenda from chairperson and type with any additions
- Prepare and send notification of meeting along with agenda. For Annual General Meeting include information on number of delegates and cars per club and provide 1 copy of previous AGM Minutes
- Copy any correspondence
- Relay any changes/motions from other committees that may affect the decisions/operation of this committee
- Guide committee - re: Sask Sport guidelines, Bowls Sask guidelines
- Proof & adjust minutes from Secretary Treasurer
- Copy and mail minutes with any attachments
- Complete any tasks required
- Compile budget with committee
- Update guidelines/tournament list/motions/duo tangs

3. Programs and events

a. Athlete Assistance –Sport For All and Under 25

- Prepare and mail applications
- Receive/date applications - check each application for accuracy re attendance at camp and Bowls Sask events
- Update list of applicants if required
- Type letter - unsuccessful applicants/sign/mail
- Prepare package for successful applicants/mail

b. Provincial Playdowns

- Prepare posters for Annual package
- Receive entries and enter into draw program
- Notify contact person of draw
- Ensure necessary forms are received after event.
- Ensure clubs are reimbursed for expenses - i.e. greens, drawmaster, etc.

c. Bowls Sask Tournament

- Prepare posters and application forms for Annual package
- Ensure necessary forms are received after event
- Ensure clubs are reimbursed for expenses - i.e. greens, drawmaster, etc.

- Follow up with clubs re: Tournament funding
- d. Championships
- In consultation with the Member at Large, ensure all Bowls Canada Boulingrin forms have been distributed and or submitted as necessary
 - In consultation with the Member at Large assist with the coordination of flights to championships
 - Assist the Member at Large when requested in making any necessary arrangements for winners to championships
- e. Sask First
- Prepare and mail applications
 - Mail to the top 20 ranked athletes based on Sask First points accumulated
 - Receive applications - check each application for accuracy re: attendance at camp and Bowls Sask events
 - Update list of applicants if required
 - Type letter - unsuccessful applicants/sign/mail
 - Prepare package for successful applicants/mail
 - Memos, packages, photocopy for Talent I.D. Camp as per I.D. Camp Chairperson
- f. MAP Grant
- Calculate MAP grant for each club
 - Prepare Grant Letter and forms - Annual package
 - Have in-coming grants approved - send letter of approval
 - Have expenditures approved – mail out cheques
- 4. Minutes of Meetings**
- a. Annual General Meeting Minutes Distribution
- One copy of minutes is sent to each affiliated club/club president, board member and committee chairperson. Each club is asked to post so club members can read them
 - One month before the next Annual Meeting – another copy is again sent to each affiliated club
- b. Committee Meetings Minutes Distribution
- One copy is sent to each committee member
- c. Executive Board Meetings Minutes Distribution
- One copy is sent to each board member