



BOWLS SASKATCHEWAN

Notice #1 of Annual General Meeting of the Membership

Date: April 19, 2024

To: Board of Directors, Committees Chairs and Club Presidents/Contacts

From: Doug Normand, President

Re: Annual General Meeting, Sunday June 2, 2024

Notice is hereby given that the Annual General Meeting of the Members of Bowls Saskatchewan is called for and will be held June 2, 2024 @ 1:00-3:00 pm via Zoom (link to be shared closer to the meeting with those who register to attend). *NOTE: long distance charges may apply if no package on your phone.*

[NOTE: A follow-up notice \(#2\) will follow in early May with more details. The agenda, audited financial statements, zoom link and other supporting documents will follow in later May to all attendees.](#)

The purpose of the Annual General Meeting is to:

1. To receive the financial statements and report of the auditor
2. The appointment of auditor
3. The election of directors
4. Bylaw changes
5. Other agenda items.

Agenda:

- a. Welcome
- b. Roll call
- c. Bereavements
- d. Reading and Approval of the Minutes of the previous Annual General Meeting, including any amendments to the minutes
- e. Matters arising from the Minutes
- f. President's report
- g. Committee reports
- h. Office Manager
 - Audited Financial Statement
 - Appointment of the auditor
 - Finances
 - Membership Stats
 - Calendar of Events
 - Fees Schedule
- i. Election of Officers
- j. New Business
- k. Closing Remarks
- l. Adjournment

Voting Delegates: As per Bowls Saskatchewan bylaws, representation from each club is decided as follows:

- A. Member clubs may appoint voting delegates according to registered membership: one delegate per 25 members, plus one delegate for any fraction more than an even 25, with a minimum of two per club.

B. Members of the Board will not be a part of the delegation from their respective clubs

Eligible votes for each club for this AGM are;

Battlefords - 2

Mayfair - 5

Nutana - 9

Moose Jaw - 2

Regina - 12

Saskatoon Short Mat - 3

Regina Short Mat - 2

Cathedral Short Mat - 2

Weyburn Short Mat - 2

Clubs are welcome to have more delegates at the AGM who would have a say however would not have a vote.

Club President/Contacts: Please complete the AGM registration and voting endorsement form (attached) and return to the Bowls Sask office manager no later than May 17, 2024.

Call for Notices of Motion/Bylaw Changes: The current bylaws can be found on the Bowls Sask website. Any member in good standing supported by a seconder may propose amendments to the bylaws by submitting written Notices of Motion to the Board bowsask@sasktel.net at least 15 days prior to the Annual or Special General Meeting at which such amendments are to be considered. Any proposed changes must be submitted in writing/email using the Notice of Motion Form (attached) for these amendments to be circulated to the membership prior to the AGM.

NOTE: The Board has been reviewing the current Bylaws and will have revisions to share for this AGM.

Call for Nominations: Nominations are now being accepted for the Board of Directors of Bowls Saskatchewan. Directors will be elected for a 2-year term at the Annual General Meeting. Elected directors shall take office immediately following the meeting and hold office up to the Annual General Meeting which concludes their term. One of the most important volunteer commitments to the sport is serving on the Board of Directors and Bowls Saskatchewan needs dedicated volunteers.

Bowls Saskatchewan consists of a maximum seven (7) positions with 4 positions being open for nomination at this AGM. A more detailed list will be contained in the next AGM Notice #2.

We urge all clubs to identify and nominate individuals who want to contribute to our sport. Becoming a member of the Board of Directors ensures that the voices and needs of our membership throughout the province will be heard. Below is a list of the 'Responsibilities of Board Members.'

Anyone wishing to be a nominee or wishing to nominate a candidate, are asked to notify Rachel Larson, our Nomination Chair at bowsask@sasktel.net as soon as possible.

Responsibilities of Bowls Sask Board Members: The Board of Directors shall provide leadership and strategic direction for the Association. The Board is responsible for establishing the overall mandate and direction for the Association and ensuring the effective implementation of policies and programs. Specific duties for each position can be found on the Bowls Sask website

Serving on the Board of Bowls Saskatchewan implies a commitment to actively work towards the development of the sport and the Association. This commitment would include the following responsibilities:

- to provide leadership and vision for the Association
- attend and actively participate in all meetings of the Board of Directors

- be actively involved in one or more committees
- represent the members' views and interests honestly and accurately remembering that a member of the Board represents the membership at large and not a particular club, interest group or program area and to act in the general interest of all members. The best way to ensure all members are adequately served is by ensuring that Bowls Sask develops policies and programs that are universally fair and objective.
- be informed about the background of issues in order to discuss them responsibly; stay informed of issues by regularly reading circulated information and questioning when appropriate
- know and understand the roles and responsibilities of the board, committee and staff
- adequately prepare for meetings; review minutes of the last meeting, review reports for upcoming meetings, review policy and procedures manual as appropriate
- endorse collective decisions of the Board publicly (even if you may not share them personally), be a booster and not a complainer outside the Board
- insist on adequate preparation of the staff
- accept promotion or special assignments and projects only if the Board Member is confident that she/he will do well for the organization and have the time, interest and ability to undertake the task
- remember that a Board Member holds a position of trust and must maintain confidentiality in all matters relating to Board and Association business

Characteristics of a Good Board Member

Dedication. A Board member should be willing to give up some time on a regular basis.

Interest. Board members should have a desire to work at improving the programs and operations of Bowls Sask and the sport of lawn bowling.

Integrity. A good board member should be above suspicion of improprieties such as conflict of interest.

Discretion. A good board member will understand the importance of confidentiality in association matters and will behave accordingly.

Communication Ability. Board members need to be able to articulate their views clearly to others.

Common Sense. Board members need not have sport, financial or administrative experience or training. They do need the ability to make reasonable decisions based on clear thinking and an assessment of information provided to them.

Accountability. Board members must have enough faith in their decisions to be willing to be held legally and ethically accountable for them.

Suitability. A board functions best as a team. A good board member is one who can work well with other members.

Confidence. Board members should be confident enough to have their performance judged, by themselves and others.