



Director of Administration

Position Responsibilities

Oversees the following direct functions and committees:

- Governance
- Member Services
- Risk Management

Ensure the Constitution and By-Laws are updated annually and maintained throughout the year. Recommends any changes of By-Laws and forward to BOM for discussion and approval. Ensure Policy and Procedure Manual is maintained and updated annually. Recommends any changes of policies or procedures and forwards to BOM for discussion and approval. Oversees Strategic Plan initiatives while working in conjunction with BOM.

Prepares and works within approved annual budget. Manages, supervises and provides leadership to Marketing Coordinator.

Ensures communication both internal and external are maintained and updated electronically. Develops Risk Management policy and updates annually or as required. Is responsible for Standing Committee, as follows: Governance; Member Services; and Risk Management.

May appoint a chair for each committee but will provide leadership and consultation.

Will report all outcomes of each committee directly to BOM.

Reports directly to the President of Bowls BC.