



Director of Operations

Position Responsibilities

- Reports directly to the President of Bowls BC.
- Oversees the direct functions of:
 - Games- Standing Committees
 - Organizes all provincial Championships, and all sponsored tournaments.
 - Prepares format of provincial tournaments for review/approval of the BOM.
 - Negotiates and orders uniforms for Provincial Team members.
 - Sets dates and locations for provincial qualifying tournaments ensuring that the deadline is met. (All tournaments require full BOM input and approval).
 - Sets conditions of play for review/approval of the BOM.
 - Prepares and maintains Convenor's Handbook and Provincial Questionnaire for players.
 - Works with the Custodian to ensure provincial uniforms are ordered.
 - Works with Marketing Coordinator and Treasurer if sponsorship involved.
 - Liaises with all host Clubs ensuring that the Bowls BC Hosting Manual is made available.
 - Provides guidance and leadership to all host Clubs.
 - Notifies BCB of the Provincial Team roster.
 - Arranges all travel arrangements for Team BC in conjunction with contracted travel agency.
 - Draw-master for all provincial qualifying tournaments.
 - Prepares and works within approved annual budget.
 - May appoint a chair of said committee but will provide leadership and consultation.
 - Will report all outcomes of the committee directly to BOM.
 - Provide all Bowls BC electronic documents to any member of the BOM requesting it, or upload Bowls BC documents to Google Drive for BOM access
 - All budgets and budget requests due to Treasurer by November 30th of each year.