



Director of Administration

The Director of Administrations reports directly to the President of Bowls BC and oversees the direct functions of:

- Governance- Standing Committee
- Member Services-Standing Committee
- Risk Management-Standing Committee
- Marketing Services
- Ensure the Constitution and By-Laws are updated annually and maintained throughout the year.
- Recommends any changes of By-Laws and forward to Board of Management (BOM) for discussion and approval.
- Ensure Policy and Procedure Manual is maintained, updated as required and at least annually.

They will also recommend any changes of policies or procedures and forwards to BOM for discussion and approval. Others include;

- Overseeing 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.
- May appoint a chair for each committee but will provide leadership and consultation.
- Will report all outcomes of each 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.
- viaSport reporting as per guidelines established by viaSport.