



Director of Operations

Position Responsibilities

- Reports directly to the President of Bowls BC
- Organizes all provincial Championships and Bowls BC sponsored tournaments
- Prepares format of provincial tournaments for review/approval of BOM
- Sets dates and locations for provincial tournaments, ensuring that Bowls Canada Boulingrin deadlines are satisfied. Tournament schedule and locations require full BOM input and approval.
- Sets Conditions of Play for review/approval by the BOM
- Prepares and maintains Convenor's Handbook and Provincial Questionnaire for players
- Notifies Custodian of Provincial winners
- Works with Marketing Coordinator and Treasure if sponsorship is involved
- Liaises with host clubs ensuring that the Bowls BC Hosting Manual is made available
- Ensures host clubs receive greens fees payment
- Draw- Master for Provincial tournaments
- Prepares and works within approved budget
- Will prepare final report at end of season
- Oversees the direct functions of: Games- Standing Committee in conjunction with the President
- Will provide leadership and consultation to Games Committee
- 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 Treasure by November 30th of each year