

## **EXECUTIVE BOARD** **ROLE DESCRIPTIONS AND EXPECTATIONS**

### **PAST PRESIDENT:**

- The Past President will be recognized at events and will have voting privileges but none of their expenses are to be covered by the Association.
- If the Association wishes the Past President to attend a meeting or an event because they are needed then the Association will cover the cost.

### **PRESIDENT:**

- The President is responsible for the successful management of the Association according to the strategic direction set by the Board of Directors.
- The President shall preside at all meetings and shall perform the duties pertaining to that office. A written agenda shall be supplied to all Executive and Directors at least two (2) weeks prior to any meeting. The President, at his/her discretion, may call a Special Meeting, as required.
- The President shall represent the Provincial Body at all meetings of the Canadian 5 Pin Bowlers' Association. If he/she or 1<sup>st</sup> Vice President cannot attend, the President must appoint a replacement from the NO5PBA Executives.
- The President shall be charged with the general management and supervision of the affairs and operations of the Association.
- The President acts as a spokesperson for the Association and has signing authority for the Association. The President conducts official business on behalf of the Board of Directors as appropriate and jointly with the Executive Officers when appropriate.
- The President shall oversee the development and implementation of orientation, for the incoming executive officers.
- The President will only exercise a vote in a motion or elections upon a tie.
- The President will oversee all operations within Northern Ontario including but not limited to tournament organization, administrative functions, merchandise inventory, financial administration, etc.

### **1<sup>st</sup> VICE PRESIDENT:**

- The 1<sup>st</sup> Vice President shall, in the absence of the President, perform all the duties pertaining to the office of the President. The 1<sup>st</sup> Vice President shall be the second delegate of the Provincial Body at all Canadian 5 Pin Bowlers' Association meetings.
- The 1<sup>st</sup> Vice President shall accompany the President to all meetings involving Bowl Northern Ontario, C5PBA and Masters Bowlers Association.
- The 1<sup>st</sup> Vice President shall attend the Annual and Semi-Annual meeting.
- The 1<sup>st</sup> Vice President shall oversee the lane draw and schedule for the Open Provincials and liaise with the Host Committee to ensure success of the tournament.
- The 1<sup>st</sup> Vice President shall act as Chairperson of the Hall of Fame Committee.
- The 1<sup>st</sup> Vice President shall review the agenda for the AGM and the SAGM to ensure entirety and suitability.
- The 1<sup>st</sup> Vice President shall be chair of the Constitution Review Committee.



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- The 1<sup>st</sup> Vice President may be assigned other duties by the President.

**2<sup>nd</sup> VICE PRESIDENT:**

- The 2<sup>nd</sup> Vice President shall, in the absence of the 1<sup>st</sup> Vice President, perform all the duties pertaining to the office of the 1<sup>st</sup> Vice President.
- The 2<sup>nd</sup> Vice President shall attend the Annual and Semi-Annual meeting.
- The 2<sup>nd</sup> Vice President shall attend any meeting involving Bowl Northern Ontario, C5PBA and Masters Bowlers Association in the absence of the President or 1<sup>st</sup> Vice President.
- The 2<sup>nd</sup> Vice President shall oversee the lane draw and schedule for the POA, Hi/Low and Executive Provincial tournament, as well as Youth Challenge Provincials and liaise with the Host Committees to ensure success of the tournament.
- The 2<sup>nd</sup> Vice President shall create and mail thank you letters to host proprietors and sponsors for all provincial tournaments.
- The 2<sup>nd</sup> Vice President shall oversee the Pat McNamara and Lifetime membership awards and voting for each, as well as ensuring the plaques are ordered for each.
- The 2<sup>nd</sup> Vice President may be assigned other duties by the President.

**SECRETARY:**

- The Secretary shall keep an accurate record of the Minutes of all meetings and will keep on hand all rough drafts of the Minutes, until the completed Minutes are accepted at the following meeting. Copies of such Minutes are to be sent to all Executive and Directors, no later than thirty (30) days following such meetings.
- The Secretary shall attend the Annual and Semi-Annual meetings.
- The Secretary shall enter all information regarding provincial tournaments into our Associations Excel programs, check average sheets and create lane draw sheets prior to the tournament.
- The Secretary is responsible for the preparation, distribution and collection of all tournament forms.

**TREASURER:**

- The Treasurer shall be responsible for carrying out all of the duties of that office in regards to the receipt and disbursement of funds held in trust for the Provincial Body.
- The Treasurer shall be responsible for the maintenance of a proper set of financial records. All cheques must be countersigned by the President or 1<sup>st</sup> Vice President.
- All E-Transfers require approval from two signing authorities.



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- The Treasurer shall have an internal audit of the books performed annually at the Annual Meeting using 2 or 3 appointed attendees that are present at the meeting, excluding the Northern Ontario 5 Pin executive and its signing officers. The audit shall be supplied to each member of the Board of Directors.
- The Treasurer will supply the NO5PBA and Zone Presidents with up-to-date financial statements quarterly (every 3 months).
- It is acceptable that one person may hold both the offices of Secretary and Treasurer.
- The Treasurer shall order all medals and plaques for all provincial tournaments.

Tournament	Gold	Silver	Bronze
Youth Challenge	18	18	18
POA, Hi/Low, Executive	9	9	9
Open	21	21	21
<b>Aggregate Medals</b>			
POA	18		
Open	22		

- The Treasurer shall pay all bills and accounts in a timely manner.
- The Treasurer shall create a budget for the upcoming season to be presented at the AGM.
- The Treasurer shall oversee that Northern Ontario has adequate insurance coverage.
- The Treasurer shall perform any other duties requested of the President, from time to time, as needed.

**LOTTERY CHAIRPERSON:**

- The Lottery Chairperson shall oversee the completion of the lottery license with the President in a timely manner.
- The Lottery Chairperson is responsible for the distribution of lottery tickets to each Zone Lottery Chairperson in Northern Ontario.
- The Lottery Chairperson is responsible for the collection of all sold tickets as well as money from each Zone.



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- The Lottery Chairperson shall complete the early bird and main draws on their respective dates with a minimum of 2 other members of the executive and any members wishing to witness.
- The Lottery Chairperson will be responsible for preparing all cheques for the lottery prizes. The cheques must be signed by the lottery chairperson and co-signed by either the Treasurer or the President.

### **TECHNICAL DIRECTOR:**

- The Technical Director shall ensure that any member attending a provincial event is a registered member
- The Technical Director shall ensure that all coaches have the necessary coaching certifications for that event and if applicable a criminal record check.
- Course Conductors – He/She will supply all material for such courses and will set the price for these courses based on a cost recovery basis. He/she will also be responsible for the training of course conductors for each Zone as necessary.
- He/She will supply all material for Learning Facilitators and set the price for these courses based on a cost recovery basis.
- Provincial Technical Director will be elected for a two-year term by the Northern Ontario Board of Directors and will sit on the Board with a vote. The Provincial Technical Director will be certified in Locker Training and the Lane Certification Course.
- The Provincial Technical Director shall be responsible, in conjunction with Zone Lane Certification Agents, for the certifying of bowling centres.
- He/She will supply all necessary materials.
- The Technical Director shall notify Northern Ontario 5 Pin Bowlers Association of all bowling centres that do not pass certification.
- Zone Presidents will be notified of centres in their respective zones that do not pass.
- All material will then be the responsibility of the 5 Pin Bowlers' Association of Northern Ontario. This will include a Coaching list, Lane Certification etc.
- The current Technical Director is Cheryl Zilinski-Stefanik 1671 Hwy 94 Corbeil, Ontario P0H1K0 807-407-0825 Email: [cherstefanik@gmail.com](mailto:cherstefanik@gmail.com)

### **MEMBERSHIP CHAIRPERSON:**

- Membership chairperson shall: Follow C5's format and procedure with regard to the creation and amending of the membership list. All information requested by C5 shall be gathered and retained according to C5's procedures.
- The Membership Chairperson shall ensure that the membership lists are kept current.



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- The Membership Chairperson shall work with the membership chair of each zone to ensure that zone lists are current and updated. He/She shall also correctly advise zone chairs on correct procedures to adhere to C5's membership format.
- The Membership Chairperson shall coordinate with the Treasurer to ensure that membership funds balance with the number of members registered.
- The Membership Chairperson shall provide the Technical Director a current membership list prior to all provincial tournaments.
- The Membership Chairperson shall provide current membership lists to any Northern Ontario 5 Pin Bowlers Association executive upon request should a membership matter be called into question.

If you have any questions regarding any of the above, please do not hesitate to contact the NO5PBA secretary at [no5pba.secretary@gmail.com](mailto:no5pba.secretary@gmail.com)