



# Hong Kong Lawn Bowls Association

## Officers' responsibilities

(as at 15/1/2014)

Officer	Responsibilities
President	<ol style="list-style-type: none"> <li>1. To oversee the overall development of the sport in HK.</li> <li>2. To attend or delegate the attendance of HKLBA in all meetings and functions held locally and overseas by the government associated or affiliated bodies.</li> <li>3. To preside all HKLBA COMs, AGMs and EGMs.</li> <li>4. To monitor and co-ordinate the different programmes to ensure the smooth running of the sport and HKLBA.</li> <li>5. To chair the discipline and appeal panel to deal with all discipline and appeal matters.</li> <li>6. To maintain a harmonious relationship with all associated and affiliated bodies both internationally and locally.</li> <li>7. To explore and secure sponsorships for all HKLBA activities.</li> <li>8. To ensure all guidelines and procedures issued by the government, the World Bowls and the HKLBA are strictly adhered to.</li> </ol>
VP – Development	<p>To look after the development of :</p> <ol style="list-style-type: none"> <li>1. School and Community (Fun days) Sport</li> <li>2. The Young Athlete Scheme</li> <li>3. The Youth Development Team</li> <li>4. The U25 Squad</li> <li>5. Training courses for all age organized by LCSD and HKLBA</li> </ol>
VP – National Championships	<ol style="list-style-type: none"> <li>1. Prepare the annual competitions schedule.</li> <li>2. To chair the national championship panel to deal with all championship matter.</li> <li>3. To maintain an update record for the annual bowler of the year.</li> <li>4. To arrange the trophies and prize money for all the winners at the annual presentation dinner.</li> </ol>
VP – League	<ol style="list-style-type: none"> <li>1. Prepare the annual fixtures for the premier and triples league.</li> <li>2. To chair the league competition panel to deal with all league related matters.</li> <li>3. To maintain an update record of the league champions and champion rinks.</li> <li>4. To arrange the trophies and prize money for all winners at the annual presentation dinner.</li> </ol>

VP – International	<ol style="list-style-type: none"> <li>1. To maintain an update list of the HK Squad at a number approved by the COM.</li> <li>2. To prepare and regulate rules and criteria of the HK Squad members and the selectors.</li> <li>3. To chair the selection panel to select HK Squad members to represent HK at international events.</li> <li>4. To arrange coaching and training for the HK Squad and make recommendations to the selection panel.</li> <li>5. To prepare all budgets for the HK Team and HK Squad.</li> <li>6. To recommend and select HK Team managers at the COM.</li> <li>7. To liaise with international bodies or national authorities on all international competitions.</li> </ol>
VP – Technical	<ol style="list-style-type: none"> <li>1. To chair the umpire and coaching panel to deal with all umpiring and coaching matters.</li> <li>2. To set rules for all local competitions and international tournaments held in HK.</li> <li>3. To provide advices to all parties in relation to the standard of greens and all bowling equipments.</li> <li>4. Liaise closely with the World Bowls Laws Committee relating to any changes in the laws of the sport.</li> <li>5. Liaise with the media relating to the report and broadcasting of our sport.</li> <li>6. To manage and take charge of the HKLBA web-site.</li> </ol>
Hon. Secretary	<ol style="list-style-type: none"> <li>1. Prepare and maintain minutes of all HKLBA COMs, AGMs and EGMs.</li> <li>2. Take charge of the correspondences between HKLBA and all related agencies both locally and internationally, including affiliated clubs.</li> <li>3. To deal with all staff related matters.</li> <li>4. Maintain and update all office administrative records.</li> </ol>
Asst. Hon. Secretary	<ol style="list-style-type: none"> <li>1. Maintain the inventory of HKLBA.</li> <li>2. To chair a procurement panel for all HKLBA procurements.</li> <li>3. To check and proofread the brochures printed by HKLBA.</li> <li>4. To maintain an updated version of the HKLBA Bye-laws, M &amp; A and guidelines.</li> </ol>
Hon. Treasurer	<ol style="list-style-type: none"> <li>1. To supervise all accounting procedures for HKLBA.</li> <li>2. To prepare the HKLBA annual plan for government subvention.</li> <li>3. To prepare statement of accounts and audited accounts for the HKLBA COMs and AGMs.</li> <li>4. To scrutinize all claims before payment is made.</li> <li>5. Forewarn the COM before any financial difficulties when observed.</li> </ol>