



Wellington (Somerset) Bowling Club

Management Structure-

At an EGM held on the 24th February 2020 a new management structure was voted in by the membership. This was subsequently slightly amended at the 8th November 2021 AGM with the Greenkeeper moving from the Asset coordinators sector to a seat on the Executive Committee.

The Executive Committee now looks like this-

Chair
President (non-voting)
Asset Coordinator
Administration Coordinator
Functions Coordinator
Bowls Coordinator
Treasurer
Greenkeeper

This group meets on a monthly basis.

The four sector Coordinators have sector sub-committees chaired by the appropriate sector Coordinator. These committees would then assume responsibility for the activities in their area, sharing the workload as necessary. These committees would number between 4 and 7 which is the optimum number for a committee. The regularity that the sub-committees meet should be decided by the coordinator. Meetings need not necessarily all be held at the club, with virtual meetings via email or video online meetings such as zoom or MS teams etc.

The Chair, Treasurer, Greenkeeper and President roles do not have sub-committees; however, the Chair has responsibility for dividing work between the four sectors.

The Sector Coordinators would cover the following areas.

Asset Coordinator

A member of the Executive Committee the Asset Coordinator's sub-committee would cover everything to do with the club's assets – the clubhouse, the indoor rink and outdoor green and their maintenance.

Administration Coordinator

A member of the Executive Committee the Administration Coordinator's sub-committee would cover everything to do with the administration of the club and its members – membership and membership records, meetings and minutes, safeguarding and welfare, web and social media etc.

Functions Coordinator

A member of the Executive Committee the Functions Coordinator's sub-committee would cover everything to do with the provision of catering, the bar and the social side of club's activities.

Bowls Coordinator

Member of the Executive Committee the Bowls Coordinator's sub-committee would include Men's, Ladies and mixed games captains, or a representative from these selection committees if captains are chosen on a match-by-match basis. Also included would be the fixture secretary, indoor secretary and the outdoor competitions secretary. This committee would cover everything to do with the arranging of matches, club competitions and the selection of teams for both outdoor and indoor games and roll-ups.

Not all posts are elected by the AGM. Just the ones indicated. All other posts will be chosen by that sector Coordinator and approved by the Executive Committee.

Organisation Structure (method of selection in red)

Executive Committee- President: non-voting (AGM), Chair (AGM), Treasurer (AGM), Asset Coordinator (AGM), Administration Coordinator (AGM), Functions Coordinator (AGM), Bowls Coordinator (AGM), Greenkeeper (Exec). (7 voting members)

Asset Coordinator Sub-committee- Estate manager (Exec), Maintenance officer (Exec). (3 members)

Administration Coordinator Sub-committee- Membership secretary (Exec), Welfare Officer (Exec), Safeguarding Officer (Exec), Admin assistant (Exec), Webmaster (Exec), Publicity Officer (Exec). (7 members)

Functions Coordinator Sub-committee- Catering Officer (Exec), Home Match Teas allocator (Exec), Bar Steward (Exec), Social Team Rep¹ (Exec). (5 members)

Bowls Coordinator Sub-committee- Men's, Ladies and mixed games captain or a representative from these selection committees (AGM). Fixture Secretary (Exec), Outdoor competitions secretary (Exec), indoor secretary² (Exec). (7 members).

¹ The social team will meet periodically.

² The indoor secretary will also chair a sub-committee containing the indoor league secretaries.

Wellington Bowling Club Organisation Chart

Executive Committee

Sector sub-committees

