



BRITISH UNIVERSITIES TENPIN BOWLING ASSOCIATION

OFFICERS OF BUTBA AND THEIR RESPONSIBILITIES

Chair:

- Responsible for the functioning of the Committee, performing any duties required as necessary;
- Chair all meetings of BUTBA in accordance with the Meeting Standing Orders;
- Represent BUTBA in any matter requiring a delegate from BUTBA or designate a deputy to do so;
- Act as the final arbiter in any disputes;
- Act as an authority on the constitution and to be the final arbiter in any constitutional queries;
- Prepare a report on activities of BUTBA for the End of Season meeting.

Vice Chair:

- Deputise for the Chair should the Chair be absent;
- Collate information from the student and ex-student members on tour, including gathering their opinions and report back to the committee regarding issues the membership has raised;
- Act as a point of contact for any committee or BUTBA member disputes;
- Work to increase the membership of the tour;
- Facilitate the functioning of the Representative Committees performing any duties required as necessary;
- To assist with all duties, the vice-chair may appoint as necessary, representatives (who must be current members of either the student or ex-student tours) to fill additional roles such as Club Development Officer and/or Female Representative Officer.

Treasurer:

- Be responsible for the finances of BUTBA and its constituent tournaments, including:
 - Ensure that all transactions of BUTBA are carried out promptly;
 - Maintain an accurate record of all financial transactions including reconciled balance sheets for each event and for the end of year;
 - Prepare an interim report for the End of Season meeting and a final report with full accounts for the previous year at the Start of Season meeting for ratification by the Council;
 - Prepare for an independent examination of the finances of the BUTBA account;
 - Co-ordinate the payment of all BUTBA membership and entry-fees, providing Tournament Directors with a list of current membership payments received before each tournament;
- Produce a report for the End of Season meeting detailing BUTBA's accounts.

Tournament Co-ordinator:

- Responsible for organising the BUTBA tour;
- Produce a calendar at the Start of Season meeting detailing the date and location of each proposed event, with proposed formats, if possible;
- Appoint Tournament Directors and Tournament Secretaries, providing support and clarification on their duties in managing tour tournaments;
- Produce and distribute to the Secretary all BUTBA Tournament Entry Forms, in conjunction with Tournament Directors, 4-6 weeks prior to each event;
- Ensure tournament results are uploaded to the website;
- Identify qualifiers for and organise the Masters Invitational event and Challenge Match in conjunction with the Committee;
- Produce a report for the End of Season meeting detailing summaries of the events of the year;
- To assist with these roles, the Co-ordinator may appoint representatives (who must be current members of either the student or ex-student tours) to fill additional roles such as a Technical Developer, Website Master and/or a Collator.

Secretary:

- Organise meetings of the committee, create and distribute agendas, take and produce minutes of those meetings, and distribute them to members;
- Organise meetings of the council, create and distribute agendas, take and produce minutes of those meetings, publish them on the website and distribute them to members;
- Manage documents required for administration of BUTBA and update the constitution and standing orders after each meeting where required;
- Handle all communications on behalf of the Committee, BUTBA members and external communications, including responding to all communications sent to committee@butba.co.uk;
- Be responsible for all outward facing communications, including tournament reports, utilising a variety of communication channels;
- Be responsible for creating a set of rules for the Committee and members alike to adhere to on social media and moderate member posts on all social media forums;
- Organise the End of Season Ball (where appropriate) for the distribution of awards, including purchasing the awards for the Ranking tables as well as (where applicable) social awards;
- To assist with this, the Secretary may appoint representatives (who must be current members of either the student or ex-student tours) to fill additional roles such as Press Secretary or Forum & Social Officer.

NON-EXECUTIVE ROLES

Representative Squad Manager(s) (Elected)

- In conjunction with the Vice Chair:
 - Make an annual squad selection in line with the Representative Squad Standing Order;
 - Arrange fixtures throughout the year for the squad members to participate in, aiming for a minimum of 2 fixtures per year;
 - Select teams from within the squad to play at aforementioned fixtures, ensuring a fair rotation where all squad members have an opportunity to represent BUTBA;
 - Appoint a captain for each team and fixture where the manager will not be present;
 - Attempt to obtain sponsorship for the representative squads, ensuring any funds received are accounted for through the BUTBA Treasurer.

Technical Developer (Appointed Member)

- Maintain the BUTBA website at the direction of the committee;
- At the direction of the Tournament Co-ordinator, upload updated tournament results to the website;
- Be responsible for updating the Ranking tables after each event;
- Provide a working infrastructure for a member database;
- Manage BUTBA committee email aliases;
- Manage email aliases for member groups to facilitate communication with members;
- Manage permissions on the Committee working Dropbox;
- Provide Tournament Directors and Secretaries with a results spreadsheet and scoresheets.

Tournament Director (Appointed Role)

- In advance of the tournament, and in conjunction with the BUTBA Tournament Co-ordinator and BUTBA Treasurer:
 - Agree a tournament format which will be published by the BUTBA Secretary;
- On the day of the tournament to:
 - Register bowlers including taking both BUTBA membership and tournament fees;
 - Ensure all members claiming BUTBA ranking points have paid their annual subscription;
 - Verify entering averages and handicap to be used (where applicable);
 - Collate scores using a spreadsheet to be provided by the Technical Developer;
 - Ensure the smooth running of the tournament;

- Act as the final arbiter in any disputes relating to the tournament;
- After the tournament:
 - Ensure funds not due to the host centre or in prizes are passed to the BUTBA Treasurer;
 - Make full results available to the Tournament Co-ordinator after the tournament.

Tournament Secretary (Appointed Role)

- In advance of the tournament:
 - Handle all liaison with the host centre in respect of lineage, lane booking and dressing and other relevant arrangements;
 - Arrange for prizes/trophies (where necessary) and ensure they are awarded accordingly;
 - Collate and confirm tournament entries;
 - Handle all communications with tournament entrants;
 - Prepare lane schedules.
- On the day of the tournament to:
 - Ensure the host centre lineage is paid;
 - Ensure the smooth running of the tournament.
- After the tournament:
 - Provide the BUTBA Secretary with a tournament write up for publicity.

Appointed Roles

- Shall be directly answerable to the committee
- The appointment or dismissal of an appointed role shall be taken by a simple majority of the committee
- Shall not be (unless invited) required to attend committee meetings or be privy to committee discussions, nor may they cast a vote in committee meetings.

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