

CBC Committee structure  
2022/23 season

CBC Board  
Elected

Approved by Board  
15 August 2022

**Bill Barwood (Pres) Lou Roughton (Sec) Ewen Groves (Tre)**  
**Russell Bourke Keith Buick Arie Graafhuis Norm Gore**  
**Barrie Hooper John Kerr Peter McGirr Doreen Ryan**

**Membership Development**

**Convenor:**  
**Barry Pryor**  
Keith Flockhart  
Judith Franklyn  
Kevin Quinton  
Joan Scott  
Wendy Sauri

**Functions:**  
New Members  
Member Welfare  
Member Acquisition  
Member retention  
Publicity  
(liaise with Marketing Committee)  
Social activities  
Youth membership

**Coaching**

**Convenor:**  
**Pat Bull**  
Ian Kennedy  
Bill Barwood  
Jeanette Johnstone  
Barrie Hooper

**Functions:**  
Hold Monthly club day  
Work with Interclub Bowls3Five team as requested  
New member coaching  
Existing member coaching  
Participate in Youth coaching programmes & activities  
(Incl HBHS)

**Match**

**Convenor:**  
**Doreen Ryan (T.Sec)**  
John Kerr (T.Sec)  
Barrie Hooper  
Noel Stevens  
Merv Mosen  
Barry Pryor  
Ray Mills  
Phil Jones  
Norm Gore  
Peter McGirr

**Functions:**  
Open Tournaments  
Club Days/Roll up  
(incl CBC drawn teams' selection)  
Club Champs  
(In line with Bowls Waikato structures & formats)  
Selectors  
Interclub Pennants  
Bowls3Five  
All trophy events  
Organise Annual bowling programme (liaise with Marketing Committee)

**Umpiring**

**Convenor:**  
**Barrie Hooper**  
Ian Bardsley  
Alan Fairweather  
Noel Stevens  
Peter McGirr  
**Functions:**  
Supply umpires for appropriate events  
Availability of suitable pool of umpires  
Training sessions for members

**Events Management**

**Convenor:**  
**Norm Gore**  
Keith Flockhart  
Judith Franklyn  
Joan Scott  
Kevin Quinton  
Wendy Sauri

**Functions:**  
All non-trophy bowling events  
Christmas function  
Retirement Village tournaments  
Community Bowls  
Corporate bowls  
Twilight events

**House**

Hall usage/hireage  
Catering  
Cleaning  
Tournament preparation  
Purchase of kitchen & cleaning supplies  
Biscuits, tea etc  
Alan Malloy

**Property, Grounds & Buildings**

**Convenor:**  
**Keith Buick**  
Merv Hornell  
Ray Marx  
Arthur Soper

**Functions:**  
Gardens  
Shade cloth + structure  
Seating  
Building and ground maintenance  
General upkeep  
Score Boards  
Property Reg.  
Fencing

**Health & Safety**

Arie Graafhuis  
Bill Barwood  
**Functions:**  
Hazards reg + identification & rectification  
First Aid supplies & first Aider on site at all times

**Greens & all playing surfaces**

**Convenor:**  
**Keith Buick**  
Tony Gray (Gk)  
Dave Campbell  
Ian Kennedy  
Derek Standen

**Functions:**  
Employment of greenkeeper  
Conditions of employment  
Artificial turf maintenance (team led by Ian Kennedy)  
Liaise with Property Committee  
No2 green  
No 3 green area  
Carpark

**Marketing**

**Convenor:**  
**Russell Bourke**  
Bill Barwood  
Ewen Groves  
Helen Turner  
David Rose

**Functions:**  
Club web page, including Tournaments, events, programme, results, newsletters, photo gallery, corporate events reach-out  
Online presence  
Manage online data storage of club documents  
Prepare & display promotional material from sponsor during tournaments  
Plus club photos showing member activities etc

**Finance**

**Convenor:**  
**Ewen Groves**  
Bill Barwood  
Russell Bourke  
Norm Gore

**Functions:**  
Keep track of club monies  
Prepare and pay accounts  
Manage investments  
Prepare & monitor budgets  
Oversee Sponsorships and Corporate incomes  
Prepare accounts for auditing  
Present relevant accounts & budget monitoring to monthly board meeting

**Administration**

**Lou Roughton**  
Secretary

**Functions:**  
Secretarial responsibilities including all correspondence, meeting organisation, record keeping  
Communications with Board, club members, Bowls Waikato, Bowls NZ, Companies Office etc