



# Cunningham District Bowls Association Inc

ABN 30 083 980 317

PO Box 166 Acacia Ridge Qld 4110 | T: 0408 382 880 | W: [cdba.org.au](http://cdba.org.au) | E: [cunninghamdba@gmail.com](mailto:cunninghamdba@gmail.com)

## DISTRICT SYSTEMS ADMINISTRATION COMMITTEE

**REPORTING RELATIONSHIPS:** The District Systems Administration Committee (SAC) is responsible to and reports to the Management Committee.

**PURPOSE OF THE SYSTEMS ADMINISTRATION COMMITTEE:** It is the principle role of SAC to ensure continuous flow of relevant communications to and from all Committees, Clubs and players.

### Principal Responsibilities:

- Within the first 30 days of appointment the Systems Administration Committee must convene and appoint a Chairperson and provide ongoing plans and budget requirements to the Management Committee to meet objectives for this year and beyond.
- Manage the on-line CDBA competitions system or any other nomination system adopted by CDBA from time to time.
- Subject to Management Committee approval negotiate with the on-line systems providers for a competitive price for use by CDBA
- Ensure events are entered into the on-line system and manage the entering of results into this system
- Provide resources to Clubs and team managers for utilizing on-line systems, including information packs on the use of the system plus maintaining passwords for each club/team to access the system and enter results.
- Liaise with Match and Selection committees to ensure all events are managed in a timely fashion meeting CDBA calendar dates.
- To liaise with Coaching and Umpires Committees to assist in the development of brochures and advertising of upcoming courses within the District.
- Upload relevant information provided by various Committee's onto the CDBA social media page and/or website as appropriate.
- Keep annual records for the CDBA "Player of the Year" for both Men's and Ladies
- Liaise and work cohesively with the CDBA+LIVE2U production team regarding Livestreaming of events.
- Conduct annual self assessments of the committee's operations
- Work cohesively with all CDBA officials

### Committee Chairperson (Roles & Responsibilities)

- Chair and convene all meetings or teleconferences, keeping minutes/records of these meetings of which a summary shall be included in the SAC's monthly report to CDBA Management Committee.
- Prior to a meeting ensure all committee members have an agenda, necessary documentation and all other relevant information that will assist them to participate fully in the meeting
- Prepare a written report for each Council Meeting and for inclusion in the Annual Report
- Document and update all processes used by SAC.
- Prepare Succession Plans for Systems Administration Committee positions

### Key Result Areas:

- Livestream of District Championships
- Ensure Website is update with relevant information
- Administer the District's Social Media platforms
- Aim for results to be published of all District events within 24 hours of the events conclusion.

### Limitations:

The committee members are not authorised to:

- Make policy or regulations or make a commitment to change any policy or regulation that may be binding on the CDBA
- Make press or social media statements that may be considered defamatory of the CDBA, CDBA Officials, or Players.
- Directly approach Bowls Qld or Bowls Australia without the express authority of the CDBA Management Committee

Signed By Applicant:

Date: