



GREEN CONVENOR

The role of the Green Convenor is primarily for the maintenance and development of the Green for bowling ensuring the club sets and meets its goals and objectives, is administered according to Club Rules and completes all legal and compliance obligations.

Roles & Responsibilities

- The Green Convenor is responsible for the supervision of the management of the green and in doing so contribute to the good governance and management of this area
- Understand the Club Constitution obligations and to form an effective Green Sub-Committee
- Effectively communicate all club policies, principles and values that related to the green in a clear and professional manner, be it internally or externally
- Develop and review appropriate policies and procedures for green operations
- To be present at the AGM and any EGM to offer support and information
- Write and present green report for club committee, attend committee meetings and report on sub-committee progress and findings
- Bring proposals to and advise the club committee in the management of the green
- Establish and communicate standards for green maintenance.
- Working closely with greenkeeper/green maintenance contractor/green maintenance volunteers
- Build strong working relationships with any suppliers/consultants/advisors for Green management
- Work in conjunction with Match Convenor to ensure that the green is set-up appropriately for competition play
- appoint persons to make and communicate a decision on the suitability for play to take place on green/rinks depending on weather conditions
- appoint persons to make and communicate a decision on the suitability for play to take place on green/rinks depending on maintenance requirements

Green Planning & Management

- Lead the development, implementation and review of the green maintenance plan covering the management of the green, ditches, backboards and club grounds.
- Negotiation, monitoring and review of any relevant supplier agreements for green maintenance



- Ensure club is compliant with all relevant legislations pertaining to the green and green maintenance
- Ensure club is maintaining relevant health & safety documentation and taking actions.
- Ensure staff/sub-contractors/volunteers all hold relevant training and documentation to undertake their jobs (i.e. safe use of pesticides, chainsaw, etc.).
- Establish and oversee a green maintenance equipment maintenance programme
- Establish and oversee a sprinkler/irrigation system maintenance programme
- Oversee/organise/undertake basic maintenance tasks & activities

Knowledge & Skills Required

- Well organised & enthusiastic
- Passionate about the Club and its future
- Able to work well with people and think innovatively
- Prepared to make a regular time commitment
- Friendly & outgoing
- Good with IT / computers / email / social media
- Good speaker and communicator
- Able to present reports and findings at Committee Meetings
- Prepared to make a regular time commitment
- Willing to learn the main aspects of turf management
- Able to deal diplomatically with Member suggestions and complaints