[CLUB NAME]

Job Description – Green Convenor

**Job Title:** Green Convenor

**Responsible/reporting to:** The Club President

**Responsible for :** Green Committee

**Work with :** Greenkeeper, Green Maintenance Contractors, Green Maintenance Consultants, Greenkeeping Volunteers

**Tenure/Term :** \_\_ years

**SKILLS/QUALITITIES 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

**QUALIFICATIONS / TRAINING / EXPERIENCE REQUIRED:**

* Having sat on Green Sub Committee for a minimum of \_\_ years

**DUTIES:**

**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 - in this capacity they shall fulfil the following duties:**

**Club Governance**

* To understood 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 main club committee, attend committee meetings and report on sub-committee progress and findings, KPIs met and any other matters.
* Bring proposals to and advise the main club committee in the management of the green.

**Working with Others & Communication**

* Establish and communicate standards for green maintenance.
* Working and communicating with the Club Secretary and Treasurer on all matters related to the green
* Working closely with greenkeeper/green maintenance contractor/green maintenance volunteers
* Build strong working relationships with any suppliers/consultants/advisors for Green management
* Act as the ‘focal point’ for member communication both outgoing and incoming related to the green.
* Develop appropriate communications i.e. column in monthly newsletter, social media, etc.
* Work in conjunction with Match Convenor to ensure that the green is set-up appropriately for competition play
* Make the decision/appoint persons to make and communicate a decision on the suitability for play to take place on green/rinks depending on weather conditions
* Make/appoint persons to make and communicate a decision on the suitability for play to take place on green/rinks depending on maintenance requirements

**Green Sub-Committee**

* Chair and lead the Green sub-committee
* Seek out suitable candidates to sit on Green Sub-Committee
* Keep up to date with all information from Bowls Scotland and other relevant organisations and disseminate this to green committee.

**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.
* Lead the annual budget process for greenkeeping and ensure an appropriate annual budget is proposed to the club committee for approval
* Establish a green maintenance equipment asset register
* Establish a green maintenance equipment capital replacement programme/budget in conjunction with treasurer
* Upkeep of all KPI tracking related to the green
* Monitoring and upkeep of actual green maintenance budget
* Negotiation, monitoring and review of any relevant sub-contractor agreements for green maintenance operations.
* Negotiation, monitoring and review of any relevant supplier agreements for green maintenance materials.

**Maintenance, Legislation, Capital Projects**

* 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 club is maintaining and compliant with all relevant employment law
* 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
* Project manage/oversee/organise/undertake major maintenance & refurbishment activities in line with budget and plan.
* Develop green capital programme in line with membership & committee feedback, club direction & business plan, and long-term budgeting.

***TIME COMMITMENT FOR THIS ROLE: \_\_\_\_\_ approx. hours per month/week.***

***Requirements to attend meetings \_\_\_\_\_\_***

***Any duties within this role descriptor may be amended by the President after consultation with the post holder and Committee.***