



TBNZ Chief Executive Officer

Job Description

Appointed by:

The Board

Liases with:

The Board

Proprietors Representative

TBNZ Management Team

TBNZ members

Bowling Centres

Sports New Zealand

New Zealand Olympic Committee

International Tenpin Bowling Nationals Sports Organisations

International Tenpin Bowling Associations

Gaming Charities

External Suppliers and/or Sponsors

Responsibilities

1. Manage and oversee all the operational matters.
2. Progress all Objects of the Constitution, which are:
 - a. To promote and develop the sport of tenpin bowling throughout New Zealand.
 - b. To assist with instruction, resources and advice for members.
 - c. To co-operate with other professional societies that share mutual goals, ethics, and interests.
 - d. To conduct Annual Championships for all TBNZ members in good standing.
 - e. To comply with New Zealand Legislation.
 - f. To comply with the New Zealand Sports Drug Agency and Sport New Zealand Anti-Doping Policy.
3. Appoint, develop, maintain, and motivate a Management Team that works on all operational matters.
4. Ensure the Management Team carries out all its duties in accordance with the Constitution, policies, procedures, and relevant legislation.

5. Ensure all expenditure is made in compliance and relevant policies and procedures as agreed with the Board
6. Ensure policies and procedure are developed and enhanced as required by the Management Team as it carries out its duties.
7. Ensure accurate accounts and financial reporting is available as agreed with the Board.
8. Ensure annual accounts are prepared in a timely manner and are presented for audit.
9. Ensure TBNZ maintains its charitable status.
10. Ensure TBNZ maintains its tax-exempt status.
11. Ensure TBNZ maintains its affiliation with appropriate international Tenpin Bowling Associations.
12. Ensure TBNZ maintains its Sport New Zealand recognition status and carries out its activities in a manner which is consistent with eventual higher Sport New Zealand recognition status.
13. Ensure all funding application remittances are provided to gaming charities in a timely manner.
14. Co-ordinate and conduct regular Management Team meetings.
15. Present financial reports and operational status updates at the Board meetings.
16. Carry out the responsibilities according to normal business practices and standards, in an ethical, professional, and prudent manner, without breach of any statute, regulation, or by-law.
17. To manage relationships with external service providers and sponsors.