

Green Convener – Job Description

18/10/2018

The following lists the jobs required of the Green Convener for West End Bowls Club, GU24 9PF.

- a) Notify that the daily duty greens team member (GTM) is to check that the defibrillator (sited near entrance gate outside club) is in the case and that the batteries are charged. If not GTM to notify a committee member.
- b) Produce a Mowing Rota of volunteers to cover the Summer season, usually mid April - to end of September. Mowing (to include brushing) shall be on Monday, Wednesday and Friday Mornings when the green is closed until 12.00.
- c) Produce a Brushing Rota of volunteers to cover the Summer season, usually mid April - to end of September. Brushing shall be on Tuesday, Thursday, Saturday and Sunday Mornings when the green is closed until 10.00.
- d) Produce a Brushing Rota of volunteers to cover the Winter closed season, usually starts October to mid April. Brushing shall be every day with the exception when bad weather (snow frost and heavy rain) prevents brushing.
- e) During the Winter closed season, arrange with a contractor to service any machinery as deemed necessary in preparation for use during the following summer season.
- f) Liaise with President Steve on pre-season and post- season work necessary to be carried out to achieve a good quality summer outdoor playing surface. Both to discuss and agree that costs are reasonable.
- g) Liaise with President Steve on Automated Watering System selection and its usage.
- h) Check that all requested work has been carried out satisfactorily by greens contractor/s and submit Invoice/s for payment to WEBC Treasurer. Retain copies for Green Convener records.
- i) Email/contact any changes to the above requirements to the greens team as and where necessary.
- j) Provide operator training for new equipments and new operators and issue a training log.
- k) Attend committee meetings where possible and provide written maintenance updates for the meetings.