

Bowling Federation of Alberta Executive Director

This is a board appointed position that is reviewed yearly at the Annual General Meeting by the BFA board of directors. The Executive Director of the Bowling Federation of Alberta (BFA) is responsible for but not limited to the following:

Represent the sport of 5 and 10 pin bowling in Alberta when working with Sport Alberta on developing and maintaining grants from Sport Alberta or other government agencies. Submit required Alberta Sport surveys and funding paperwork prior to Sport Alberta deadlines.

Chair of the long-term athlete development committee, and advisor to any ad hoc committees the BFA may create for sport, athlete, and coach development (including but not limited to bowling schools/clinics, the Alberta Winter Games, etc.).

Arrange and host 2 meetings a calendar year. A spring Semi-annual meeting as well as a fall Annual General Meeting. Create an Agenda for such meetings with the President of the BFA. Record and distribute all meeting minutes.

Keep the board up to date with existing and new provincial regulations that affect or could affect the funding of our sport as well as educational opportunities for our sport.

Work with the BFA Board of Directors representatives of Alberta 5 Pin Bowlers Association, Alberta Ten Pin Bowlers Association, Club 55Plus, YBC and Master Bowlers Association of Alberta.

Create a 1-to-5-year Strategic Plan

Financial responsibilities include:

- Creating BFA Comparative Income Statement and Balance Sheet for meetings.
- Creating BFA Youth Scholarship Trust Comparative Income Statement and Balance Sheet.
- Present BFA Discipline Funding Allocations for semi annual meeting based on established funding formula.
- Working with the President and Treasurer on financial matters
- Make bank deposits as required.
- Create cheques to pay financial responsibilities of the BFA.

This position requires approximately 20 hours of work per month, averaged over the year. Pay is \$500/month.

Please send Resume to martin@bonniedoonbowling.com ph. 780-554-3014