

Organisation of the KITL Management Committee

The Kent Invicta Triples League was formed in January 2024 to enable all Kent based indoor bowls clubs to participate in triple leagues.

Members of the KITL Management Committee ("MC") are volunteers. As set out in the KITL Constitution the MC comprises four elected officers: Chair, Secretary, Treasurer and Results Officer, plus one Club Representative from each participating club.

The term of office for each role is two years. The elected officers shall be elected at the annual AGM appropriate for election purposes. Club Representatives will also be proposed at the said AGM.

Management Committee

Shall have the authority to refuse entry to any club seeking membership to KITL, and also any Club Representative where they deem it appropriate to do so if they do not espouse the agreed KITL standards and/or behaviour.

Is responsible for the strategic direction, working and any statutory reporting associated with KITL.

Can co-opt people onto the committee to advise the committee or provide specialist advice and extra support. Such people may receive agreed remuneration but do not have voting rights.

Shall meet bi-monthly in the formative year thereafter quarterly, or at the discretion of the MC members.

Chair

The Chair heads and leads the MC in all aspects of its business in accordance with the guiding principles of the Constitution. The Chair can devolve responsibility to other committee members for specific areas of business.

The Chair leads the committee in the planning, advertising, communication of all events.

Ensure committee discussion, decisions and actions are recorded. Approves all committee minutes. Also ensures regulatory reporting happens within set timelines. This task may be devolved to the Secretary and/or Treasurer but the Chair should monitor necessary actions happen.

Also ensures committee spending is in line with the Constitution and needs of KITL.

Ensures all committee members contribute to the business of KITL and where appropriate gives members responsibility to plan, advertise and manage tasks and/or events.

Submit a report each year to the Annual General Meeting.

Secretary

Responsible for ensuring committee and AGM meetings are scheduled, effectively organised, have agendas, produces minutes and actions identified, allotted and time-lined.

Manages any regulatory reporting and administration. Deputises for the Chair at meeting where the Chair is unavailable. Ensures all meetings meet the quorum criteria.

Submit a report each year to the Annual General Meeting.

Treasurer

Manages KITL finances. This role requires IT skills, numeracy, accounting knowledge, the ability to manage bank processes and timelines. Able to produce and explain financial reports at committee meetings and the AGM.

Submit a report each year to the Annual General Meeting.

Results Officer

Shall receive, collate and publish league match results, for all three leagues, and publish league tables on the KITL website on a regular basis.

Another requirement is to receive any issues, (changes, disputes or cancellations), relating to fixtures and results, and advise the League Secretary as soon as possible.

Submit a report each year to the Annual General Meeting.

Club Representatives

Representatives are appointed bi-annually at the AGM. They have two roles. Firstly, to provide support on all aspects of the KITL workings to the elected officers. Secondly, to ensure their clubs are appropriately represented in terms of KITL membership, participation in leagues and other activities beneficial to the promotion and sustainability of KITL. Representatives may be given specific responsibilities for tasks, on behalf of all participating clubs, suitable to their experience, knowledge and abilities.