

MANAGEMENT COMMITTEE – ROLES & RESPONSIBILITIES

In accordance with rule 13.11 (Functions & Accountability Statements) the roles and responsibilities of the Management Committee are provided below.

1. PRESIDENT

The President shall be the recognised head of the Club and shall be ex-officio member of all Sub-committees appointed or elected by the Executive or Management Committee.

He shall as far as possible:

1. Preside at all meetings of the Club and such other functions as may be arranged by the Club from time to time.
2. Preserve order at any such meetings and functions so that the business may be conducted in due form and in conformity with Standing Orders and the Rules of debate.
3. Sign all documents requiring his signature as head of the Club.
4. Instruct all officers in their duties and be responsible to the members for the efficient carrying out of such duties as their office may require.

As chair of any meeting, he shall have the option of giving his casting vote if he so deems.

2. VICE PRESIDENT

The Vice President shall as required, assist the President in all duties and in absence of the President shall perform all duties of that office for the term of the absence.

The Vice President has full voting powers at all meetings.

3. SECRETARY

The Secretary's duties shall be:

1. The Secretary shall conduct the business and action correspondence on behalf of the Club as it relates to their area of interest including ex-officio membership of all Sub-committees.
2. The Secretaries will be responsible for the safe keeping of all Club books, record of correspondence, files and other equipment which may be necessary for the efficient carrying out of their respective duties.
3. The Secretaries shall sign all documents requiring his signature as Secretary of the Club.
4. Shall provide a report detailing occurrences that involve the Club for each meeting of the Club. In the event of personal non-attendance, a written report is to be provided. Alternatively, either Secretary may act for the other by proxy.
5. Shall, in respect of their areas of interest, act immediately on actions falling to them as detailed in the minute book after each Club meeting.

The Secretary shall have full voting powers at all meetings.

4. TREASURER

The Treasurers duties shall be:

1. The Treasurer is accountable to the Club through the Management Committee for the management of the Club's finances.
2. The Treasurer shall bank, or cause to be banked all monies received in the name of the Club and shall give a receipt for all monies received and shall keep correct accounts and books showing the financial affairs of the Club.
3. The Treasurer shall present to each meeting a progressive financial report detailing receipts, payments, cash on hand and bank reconciliation.
4. The Treasurer shall draw up a Balance Sheet or financial report that may be required, and shall prepare audited financial statements in time for Presentations and AGM.
5. The Treasurer shall pay all expenditure upon receiving accounts that are passed for payment by the Management Committee.
6. The Treasurer shall produce all books of account when requested by Management Committee.
7. The Treasurer shall provide advice on the best means of investing Club funds to ensure the optimum interest is obtained within acceptable risk as determined by the Executive Committee.

The Treasurer shall have full voting powers at all meetings.

5. ASSISTANT SECRETARY - SENIOR & JUNIOR

The Assistant Secretaries duties shall be:

1. The Assistant Secretaries shall as required, assist the Secretary in all duties and in absence of the Secretary shall perform all duties of that office for the term of the absence.
2. Shall be responsible for the formation of, and Chairing of the Grading Committee in their respective division.
3. Shall be responsible for the lodgement of official grading sheets to the Management Committee for ratification.
4. Shall be responsible for the lodgement of team nominations to the respective Association.
5. Shall be responsible for the appointment of team captains, coaches and managers.
6. Shall be responsible for the allocation of training days and venues.

Both Assistant Secretaries shall have full voting powers at all meetings.

6. REGISTRAR - SENIOR & JUNIOR

The Registrar's duties shall be:

1. Receive and collate all individual registration forms as it relates to their area of interest for submission to the Management Committee for grading.
2. Receive and record all individual payment of fees as it relates to their area of interest.
3. Within their area of interest maintain a record with the personal particulars of all registered players.
4. Prepare all player details and documentation for lodging to their respective Association for registration.
5. Responsible for notifying Club members of registration and presentation dates.
6. Record where required player and team statistics for lodgement to the respective Association.

Both Registrars shall have full voting powers at all meetings.

7. MINUTES SECRETARY

The Minutes Secretaries duties shall be:

1. Maintain the attendance register and record the official minutes of all meetings of the Club.

2. To provide at all meetings the minutes of the previous meeting

The Minutes Secretary shall have full voting powers at all meetings.

8. PROPERTY OFFICER - EQUIPMENT

Responsible for the Club's playing equipment, coaching manuals, videos/DVD and coaching aids.

The Property Officer Equipment duties shall be:

1. Maintain an accurate inventory of all Club property
2. Ensure equipment is in good order
3. Distribute equitably amongst all registered teams appropriate playing equipment at the beginning of each season
4. Take appropriate steps to recover all playing equipment at the conclusion of each season
5. Maintain wherever possible a reasonable stock pile of high use playing equipment (e.g. balls) to allow for immediate replacement
6. Make recommendations to the Management Committee about purchases and or repairs of playing equipment.

The Property Officer Equipment shall have full voting powers at all meetings.

9. PROPERTY OFFICER - UNIFORMS

The Uniform Officer shall be responsible for procuring the Club's playing uniforms when required.

The Property Officer Uniforms duties shall be:

1. Receive orders for uniforms before each season
2. Maintain appropriate records of financial transactions on behalf of the Treasurer and issue receipts in accordance with Club policy
3. Place orders with suppliers as appropriate
4. Maintain wherever possible a reasonable stockpile of uniforms to a maximum value to be set by the Management Committee from time to time.

The Property Officer Uniforms shall have full voting powers at all meetings.

10. PUBLICITY OFFICER

The Publicity Officer's duties shall be:

1. To perform all duties in connection with general publicity of general news and ensure that the results and match reports of all games are published through the Club Newsletter where possible.
2. Responsible for the overall publicity of cricket in accordance with the policies approved by the Management Committee.

The Publicity Officer shall have full voting powers at all meetings.

11. ADVERTISING AND PROMOTIONS OFFICER

The Advertising and Promotions Officer duties shall be:

1. Promote cricket and our Club within our district.
2. Recruit advertisers and team sponsors.

The Advertising and Promotions Officer shall have full voting powers at all meetings.

12. GENERAL COMMITTEE

The General Committee duties shall be to perform or assist in any area required in the running of the Club.

General Committee shall have full voting powers at all meetings.