



CHARLBURY CRICKET CLUB

Trustee, President & MC Roles and Job Descriptions

Trustees:

- To oversee that correct procedures are in place.
- To ensure that the club is being managed correctly, both on day to day issues and financially.
- Making suggestions to the Management Committee if necessary.
- To meet for a minimum of 4 meetings per annum.

President:

- A senior representative of the club/organisation who will ensure the Management Committee acts in the best interests of the club.
- To make arrangements and preside over the annual 'Presidents Day', generally held on a Sunday in June.

Club Chairperson:

- To chair all Management Committee Meetings, issue agendas, date/venue and monitor their efficiency and effectiveness.
- To provide advice and guidance to other officers and communicate with other members of the club.
- To attend Trustees Meetings when invited and necessary.
- Ensuring all voices of the club are heard through various committees at MC level.
- To call the AGM and any other necessary extra-ordinary meetings if required and deliver an Annual report.
- To take an active approach in leading the club and pulling everyone together for the good of CCC.

Vice Chairperson:

- To support the Chairman in all duties and act on behalf of during any absence.

Club Secretary:

- To carry out all duties as instructed by the Chairman and Management Committee.
- To keep all officers and members informed of all relevant decisions and events.
- To bring to the attention of the Chairman and Management Committee all relevant correspondence from OCB/ECB/Leagues/Clubs at the earliest opportunity.
- To ensure that the Club website is updated regularly and the circulation of a monthly newsletter.
- Update on Club Mark and general compliance issues.

Treasurer:

- To receive all monies on behalf of the club and bank accordingly.
- To settle all accounts by cheque or direct payment.
- To prepare and present a monthly financial statement for the Trustees and Chairman.
- To attend Management Meetings and present a financial report.
- To prepare and present audited accounts annually, and ensure that the accountants keep within strict time schedules and submit the annual charity return.

Club Grounds Manager:

- To oversee the work of the ground staff and ensuring that the pitches are prepared for the arranged games.
- To arrange the opening and closing down on the grounds at the start and end of the season.
- To organise work parties to carry out jobs that can be done by club members.
- To be point of contact for resolving any queries or complaints raised by club captains or others relating to grounds.
- To oversee efficient and profitable hire of our ground(s) to outside parties.
- Responsible for all ground maintenance.
- To encourage club members to learn and assist with jobs at the ground.

Club Bar Manager:

- Responsible for running the bar, including ordering of stock and all maintenance as required.
- Work closely with the Treasurer to ensure the bar is being ran in a profitable way with its own P&L.
- To ensure that adequate staff are available at all times.
- To ensure that 'regulations' are strictly adhered to.
- To ensure that the bar is left clean and tidy and any monies are safely accounted for.

Club Cricket Manager:

- To be responsible for ALL aspects of cricket within the club.
- Organising & Chairing cricket committee meetings.
- Supporting and remaining in regular dialogue with the Youth Manager, Head of Women's Cricket, Captains and Midweek Manager.
- Organise and oversee coaching and net sessions in conjunction with the team / section captain /leads.
- Responsible for an effective Adult cricket selection policy (but not weekly selection) working closely with captains.

Club Welfare Officer:

- Attendance at Club Welfare Officer / "Safe Hands" workshop yearly:
- ECB training in Safeguarding and protecting children yearly.
- Verified ECB DBS check -3 yearly.
- To be an ECB DBS verifier.
- Promote and maintain ECB safeguarding guidance.
- Ensure that possible matters of child protection/safeguarding are reported or referred to relevant agencies (ECB, County, Police) as required
- Source of advice and support on current best practice in safeguarding to the Club and its members. This includes advising SCC Management Committee which posts require vetting checks
- Represent & report on Club Welfare matters at CCC Management Committee meetings on a regular basis
- Liaise with Youth Cricket Manager over any health issues and safeguarding issues amongst Junior cricketers and vulnerable adults at the club
- Liaise with the County Welfare Officer as required
- Co-ordinate and maintain ClubMark registration on an annual basis, liaising with the Club Secretary.
- To oversee Diversity ,Equality and Disability cricket within club and externally.
- Maintain secure, accurate records

Women & Girls' Cricket Manager:

- Responsible for all aspects of the Women's Team, liaising with the Club Cricket Manager on a regular basis.
- Arrange coaching and net sessions for the team.
- Provide reports on Women's Cricket to the Management Committee meetings.
- Deal with all correspondence relating to the Women's Team.
- Organise Awards Night, awards winner selection and engraving of trophies.