



Poloc Cricket Club Office Bearers Job Descriptions

President (Chair of General Committee) - Task Description

Responsible to
General Committee
Membership

Skills/qualities required

- Enthusiastic.
- Well organised.
- Prepared to make a regular time commitment.
- Prepared to make instant decisions when necessary.
- Confident at some public speaking and keeping order during meetings.
- Able to delegate.
- Running efficient meetings.

Main responsibilities

- Manage the General Committee and the affairs of the club.
- Oversee and guide all decisions taken by the General Committee and sub-committees (where applicable)
- Liaise with the various club Convenors and oversee the work of all club staff/volunteers.
- In conjunction with the Secretary, prepare and present annual reports to club members at the AGM.
- Liaise with the Secretary on the agenda for each General Committee meeting and the AGM.
- Be familiar with the Constitution, club rules, committee procedures and the National Governing Body (Cricket Scotland) rules and regulations.
- Liaise with the Treasurer to ensure that financial aspects are appropriately managed.
- Help to prepare and submit any statutory documents that are required.
- If unable to attend any committee meeting, submit a report to the meeting and ensure the Secretary is briefed on the agenda.

Time commitment

Estimated at four hours per week, on average.



Club Secretary - Task Description

Responsible to
General Committee
Membership

Skills/qualities required

- Enthusiastic
- Well organised
- Prepared to make a regular time commitment
- Office skills
- Decision making skills
- Minute/note taking

Main responsibilities

- Ensure effective club communication.
- Have overview for management of club databases and records.
- Liase with third parties, including but not limited to the National Governing Body (Cricket Scotland), the Local Authority, landlords, insurance brokers, etc.
- Take responsibility for meeting procedures, including the agenda and minutes, and liaise with the Chair on this.
- Assist in arranging and supporting events and activities.
- In conjunction with the Chair, prepare and present an annual report to club members at the AGM.
- Be familiar with the Constitution, club rules, committee procedures and the National Governing Body (Cricket Scotland) rules and regulations.

Time commitment

Estimated at six hours per week, on average.



Club Treasurer - Task Description

Responsible to
General Committee
Membership

Skills/qualities required

- Well organised.
- Able to keep records.
- Confident about handling figures and money.
- Honest.
- Prepared to make a regular time commitment.
- Knowledge of basic banking procedures.

Main responsibilities

- Manage club finances.
- Co-ordinate the work of the club's Finance Team, including having an overview of compliance with applicable tax procedures, including but not limited to VAT, PAYE and National Insurance and Council Taxes/Rates.
- Liase with the club's Internal Auditors.
- Deal efficiently and effectively with all invoices and bills.
- Keep up-to-date records of all the financial transactions.
- Disburse funds as agreed.
- Issue receipts and record all money received.
- Attend General Committee meetings and present the financial position of the club.
- Prepare the end of year accounts to present to the General Committee, Internal Auditors, and members at the AGM.

Time commitment

Estimated at five hours per week, on average.



General Committee Member - Task Description

Responsible to
General Committee
Membership

Skills/qualities required

- Flexible.
- Reliable and honest.
- Enthusiastic.
- Prepared to make a regular time commitment.
- Effective communicator.
- Good listener.

Main responsibilities

- Attend all General Committee meetings.
- Attend all other club meetings committee members are expected to attend (e.g. AGM).
- Be prepared to assist or stand in for any other club official when required.
- Discuss, vote and make decisions on relevant issues at meetings.
- Be familiar with the club's structure, policies and activities.
- Participate fully in all committee work.

Time commitment

Estimated at one hour per week, on average.



Junior Convenor - Task Description

Responsible to
General Committee
Membership

Skills/qualities required

- Well organised.
- Basic computer knowledge.
- Enthusiastic.
- Good time management.
- Ability to recruit and motivate volunteers.
- Ability to communicate effectively with young people.

Main responsibilities

- To abide by and promote the club's Child and Vulnerable Adult Protection Policy and various applicable Codes of Conduct to all members.
- To coordinate regular and appropriate participation opportunities for junior members within the club and against other clubs.
- To liaise with league and cup competition organising bodies.
- To co-ordinate the coaches and coaching of the junior section.
- To recruit, in line with club procedures, volunteers to assist in the running of the junior section.
- To encourage young people to volunteer and take responsibility for helping with the junior section.
- To identify training needs for coaches, volunteers, young people, parents and seek potential courses.
- To promote the junior section locally – schools, leisure centres, links with development programmes.
- To ensure the General Committee is aware of junior section activities and ensure links with senior players throughout the season.
- To take responsibility for providing an annual report and action plan for the junior section activities to the National Governing Body (Cricket Scotland) and the AGM.

Time commitment

Estimated at six hours per week, on average.



Poloc Cricket Club Office Bearers Job Descriptions

Volunteer Co-ordinator - Task Description

Responsible to
General Committee
Membership

Skills/qualities required

- Approachable.
- Enthusiastic.
- Well organised.
- Prepared to make a regular time commitment.
- Prepared to make instant decisions when necessary.
- Confident.
- Effective communicator.
- Motivator.
- Able to delegate.
- Tactful and [where appropriate] discreet.
- Running efficient meetings.

Main responsibilities

- Co-ordinate the implementation of the Volunteer Recruitment section of any club Action Plan.
- [At least annually] Monitor and evaluate any Action Plan for effectiveness, and report back to the General Committee.
- Supervise/oversee all club volunteers.
- Act as the main contact for all volunteers.
- Ensure that each volunteer understands their job and role within the club.
- Ensure that all significant and recurring roles have a task description.
- Ensure that each significant and recurring role has been assigned to a volunteer.
- Provide support and training opportunities for volunteers where appropriate.
- Motivate volunteers through recognition, rewards and feedback.
- Co-ordinate, where applicable, internal and external awards.