



MONASH University Cricket Club

Club Role Descriptions

2019-20 Season

PRESIDENT – NAME

JOB TITLE: PRESIDENT

Reports: Monash University

SKILLS REQUIRED

- Have a good working knowledge of the club, rules, constitution etc
- Ability to delegate
- Be approachable
- Experience in a leadership role
- Well-developed decision making skills
- Experience with planning and operations
- Ability to manage and negotiate successfully between members and lead meetings
- Be receptive to change
- Dedicated club person

KEY ROLES & RESPONSIBILITIES

- Attend Cricket Association meetings as required
- Manage committee meetings/chair meetings
- Ensure Managers and Committee Members fulfill their responsibilities to the Club
- Discuss the agenda items prior to the next committee meeting with the Secretary and ensure that it is circulated in plenty of time
- Facilitate planning
- Oversee all targets and performance goals
- Preside at all meetings of the Club and shall have a casting vote
- Report activities of the portfolio to the membership of the Annual General Meeting
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of the members
- Adopt risk management, smoke free, sun smart, code of conduct and safe alcohol policies
- Liaise with Monash University and Monash Sport.
- Liaise with Glen Eira Council, Monash Council, Bayside Council
- Establish a continual 5 year plus future club direction plan
- Provide guidance and leadership.

TIME REQUIRED

10-40 hours a week

OTHER

Attend all Delegate meetings when delegate is not available.

VICE PRESIDENT- NAME

JOB TITLE: VICE PRESIDENT

Reports: President

SKILLS REQUIRED

- Well-developed communication skills
- Able to listen and pass on information
- Empathy
- Ability to organise and delegate tasks
- Effective communication skills
- Ability to liaise with external parties
- Report writing skills

KEY ROLES & RESPONSIBILITIES

- In the event that you are made Acting President you need to undertake all the roles and responsibilities of the President or roles as required.
- Compile captaincy candidates for ultimate ratification by the full committee.
- Where possible should assume the role of Chairman of Selectors or alternatively compile a list of appropriate candidates for ultimate ratification by the full committee.
- Encourage and ensure that the captains undertake their roles appropriately and successfully.
- Act as a players advocate providing an avenue for players to air concerns in a confidential manner.
- To be a leader at the club but not to control. Engage new members, volunteers and parents to get involved in the club.

TIME

5-6 hours a week

OTHER

SECRETARY- NAME

JOB TITLE: SECRETARY

Reports: President

SKILLS REQUIRED

- Well-developed communication skills
- Able control and supervise others
- Good organisational skills
- Ability to organise and delegate tasks
- Effective communication skills
- Ability to liaise with external parties
- Report writing skills

KEY ROLES & RESPONSIBILITIES

- Convene all club meetings and advise all potential attendees.
- Provide secretarial support to the committee, including preparing agendas in consultation with the President.
- Prepare, distribute and file minutes of all committee and General meetings of the Club.
- Complete Annual Reports as required for the Incorporations Act.
- Prepare a comprehensive report of all activities of the Club for the presentation to the membership at the AGM.
- Maintain an accurate copy of the Rules and By-Laws of the Club.
- Maintain a register of all members, sponsors and other relevant groups.
- Be familiar with the rules of the Club, League, Commission, State Sporting Association.
- Receive all correspondence directed to the Club, inform President, react, follow-up and distribute to members.
- Ensure all licenses required by the Club are current.
- Liaise with the association regarding registrations, player transfers, and complete other required paperwork.
- Act as the Public Officer of the Club (Incorporated Association).
- Maintain file of contacts for purchases eg. Letterheads, glasses etc.
- Liaise with the local media, clubs, Monash University, local councils and other community organisations.

TIME

8-10 hours a week

OTHER

TREASURER - NAME

JOB TITLE: TREASURER

Reports: President

SKILLS REQUIRED

- Financial background and awareness of accounting procedures.
- Honesty and trustworthiness
- Ability to keep accurate records
- Attention to detail
- Able to work in a logical and orderly manner
- Willing to learn new skills if necessary

KEY ROLES & RESPONSIBILITIES

- Prepare budget, in consultation with the committee to reflect income and expenditure of the Club for presentation at the first meeting of the year
- Maintain up to date records of all income and expenditure
- Maintain the club's cash flow and level of petty cash
- Prepare and distribute invoices/accounts for services rendered
- Attend monthly club committee meetings and provide a financial report
- Make details of all accounts available to the Club Committee and members as provided in the Corporate Affairs Act
- Oversee and seek reports of all other accounts held by sections of the Club
- Submit tax returns and income tax payments for employees as required
- Prepare financial accounts suitable for auditing and provide the auditor with all necessary information
- Report activities of the portfolio to the membership at the AGM

TIME

2-3 hours a fortnight

OTHER

SPONSORSHIP MANAGER - NAME

JOB TITLE: SPONSORSHIP MANAGER

Reports: President

SKILLS REQUIRED

- Financial background and awareness of accounting procedures.
- Honesty and trustworthiness
- Ability to keep accurate records
- Attention to detail
- Knowledge of sales

KEY ROLES & RESPONSIBILITIES

- Present the Monash University Cricket Club to potential new sponsors and assess need for grants or sponsorship
- Develop proposals in order to send to different organizations in order to solicit sponsorships
- Draft contracts and research corporate projects through different media channels
- Create and implement plans to attain sponsorships from different grant providers
- Meet clients and explain to them the need for grants and their eventual benefits
- Implement sponsorship strategies in order to maximize revenues
- Ensure appropriate delivery of sponsorship programs at every level.
- Handle negotiations with sponsors and ensure that the agreement that has been reached is the closest to the objective of the plan
- Plan, coordinate and implement events to bring together possible sponsors.
- Act as a liaison between sponsors and the Monash University Cricket Club.
- Ensure the delivery of agreed sponsor benefits successfully
- Develop appropriate correspondence such as proposals, thank you letters and program outcome information

TIME

2-3 hours a fortnight

OTHER

EQUIPMENT MANAGER – NAME

JOB TITLE: EQUIPMENT MANGER

Reports: President

SKILLS REQUIRED

- High level communication skills
- Honesty and trustworthiness
- Can work with a Varsity of different stakeholders
- Extremely well organised

KEY ROLES & RESPONSIBILITIES

- Assist the Monash University Cricket Club complete a stock take of equipment prior and at the completion of the season.
- Maintain a budget and ensure all equipment is ordered and distributed appropriately.
- Ensure the equipment shed and rooms are tidy at all times.
- Over see the keys that are handed out to coaches and committee members
- Communicate with coaches through out the season to ensure all coaches have enough equipment.
- Communicate with local government and ensure all grounds are booked.
- Communicate with Senior association re fixturing the competitions and entering appropriate teams

TIME

2-3 hours a fortnight

OTHER

WEBSITE MYCRICKET COORDINATOR – NAME

JOB TITLE: WEBSITE MYCRICKET COORDINATOR

Reports: Secretary

SKILLS REQUIRED

- High Level Information Technology knowledge
- Good organisational skills
- Strong Website and MYCRICKET knowledge
- Effective communication skills

KEY ROLES & RESPONSIBILITIES

- Maintain the Monash University Cricket Club Website to be current.
- To be the MYCRICKET contact for the ECA, MCA, MYCA and Cricket Victoria
- Update all Mycricket information ongoing.
- Assist the clubs with the process of clearing players to and from the Monash University Cricket Club.
- Continue to update the website with important information and share good new stories and pictures

TIME

5-6 hours a fortnight

OTHER

Attend when possible Cricket Victoria training opportunities

TRAINING MANAGER – NAME

JOB TITLE: TRAINING MANAGER

Reports: President

SKILLS REQUIRED

- Good organisational skills
- Effective communication skills

KEY ROLES & RESPONSIBILITIES

- Attend all pre-season and season training sessions
- Take attendance of all players at training
- Collect new player details
- Delegate running the nets and fielding drills to senior players
- Work with the coach to ensure all equipment require is available or replaced if damaged
- Ensure player safety while training

TIME

5-6 hours a week

OTHER