# Role Specification

## Bar Hill Cricket Club Playing and Membership Secretary

**Purpose of role:**

* Be the official contact for the Club and deal effectively and efficiently with all Club correspondence, in conjunction with the Minutes and Correspondence Secretary
* Organise adult fixtures
* Organise registration of both teams and players with the CCA
* Manage the administration of adult and junior membership

**Main duties:**

* Report to, support and assist the Management Committee
* Cheque signatory
* Work with other club officials to audit club equipment needs and make arrangements to update kit (including match-balls) as necessary
* Arrange a program of friendly team matches as directed by the Management Committee
* Organise the entry of adult Club teams into appropriate competitions as directed by the Management Committee
* Attend CCA annual meeting on behalf of the Club
* Amend CCA fixtures if required
* Ensure that players are registered properly with the CCA or other bodies
* Manage the collection, maintenance and storage of adult and junior membership information
* Liaise with team captains to ensure they are properly briefed and equipped to carry out the role
* Work with the Minutes and Correspondence Secretary to prepare reports to the club Annual Meeting and Annual Parish Meeting
* Communicate with club members as directed by the Management Committee.
* Submit reports to the Bar Hill News and local media as appropriate

**Skills/experience required:**

* Secretarial
* Computing
* Report writing
* Organisation
* Agenda construction
* Communication
* Team working

**Qualifications required:**

* Current DBS form authorised by the County Welfare Officer (essential)

**Pay status:**

* Volunteer role

**Appointment:**

* Elected for one year at Annual Meeting by majority vote

**Termination:**

* Non re-election
* Resignation or death of role holder
* Majority vote of no confidence at a Special Meeting

I accept the role as described above and that I have read understood and agree to be bound by the following policy documents:

* The ECB ‘Safe Hands – Welfare of Young People in Cricket’ Policy
* Bar Hill Cricket Club Constitution
* Bar Hill Cricket Club Code of Conduct
* Bar Hill Cricket Club Youth Policy
* Bar Hill Cricket Club Health & Safety Policy and Procedures

Signature

Name

Date