



## **Secretary of Nottingham Youth Cricket League (NYCL)**

**Contract:** Volunteer (Part time)

**Salary:** Voluntary

**Appointed by:** NYCL Member Clubs

**Responsible to:** NYCL Member Clubs

**Time Commitment:** The role of Secretary of the NYCL requires a commitment to organise a minimum of two committee meetings per year, in addition to the Annual General Meeting.

**Term of Office:** The Secretary of the NYCL is not committed to serving anything beyond a 12-month term but can continue to seek election at the AGM indefinitely should they wish.

### **Role Profile**

**The key functions of the Secretary of the Nottingham Youth Cricket League are:**

To act as the first point of call for those looking to join or seeking information about the league, and in particular:

- To organise meetings of the NYCL including the Annual General Meeting.
- To prepare the agenda and take minutes of committee meetings.
- To respond to enquiries relating to any league matters.
- To lead on communication with member clubs in an orderly and efficient manner.
- To lead on communication with other organisations on behalf of the league.
- To support the age group secretaries with any issues which arise over the season.

**For 2021, this role will have the support of NCCC Club & Leagues staff so that no individual volunteer will take on more than they feel that can be responsible for.**

**Other duties – to suit the individual candidate - may include:**

- To be responsible for the overall coordination of all league activities.
- To oversee fixture and competition creation and communicate this to member clubs.
- To oversee fixture changes in conjunction with the relevant age group secretary.
- To oversee rule changes in conjunction with the committee/AGM.
- To organise and distribute contact details for member clubs where necessary.
- To order or co-ordinate the ordering of trophies for presentation evening.
- To act as a representative of the NYCL at NCCC Junior & Youth meetings.

### **Person Specification**

**Desirable skills, experience and qualifications:**

- Experience of participating in committee meetings within sport or elsewhere.
- Experience in team and relationship management.
- Good communication and interpersonal skills.
- Good organisational and administrative skills including IT literate.
- Ability to build and maintain strong, effective relationships with key stakeholders.
- Ability to ensure decisions are made and actioned.