

# BASSETLAW & DISTRICT CRICKET LEAGUE

## MANAGEMENT COMMITTEE VACANCIES



### ROLE- LEAGUE SECRETARY

#### *Role Specification and Responsibilities*

- Provide robust administrative support to the Chair and league management committee to ensure efficient running of the league.
- Convene league management committee meetings (face to face and on line as required), take and distribute minutes from meetings in a timely manner, and sit on league sub-committees as required.
- Correspond with league clubs and disseminate information and updates as necessary.
- Assist with the compilation, editing, production and distribution of the annual league handbook.
- Organise and co-ordinate the annual John J Mallen T20 Trophy Competition and consequential entry of the winning club into the ECB T20 Vitality Plate Competition.
- Liaise with partner leagues in the county to arrange Popkess County Cup Competition fixtures and participate in ongoing discussions to enhance and expand the competition.
- Represent the league in a positive and forward thinking way at countywide league forums, and maintain a good working relationship with the county board and league officers to the betterment of the league, with a view to promoting uniformity and best practices throughout all recreational leagues in the county.
- Collate and provide league playing statistics and other relevant information to the league management committee and county board as required and for presentation at the Annual General Meeting
- Assist in organising the league annual dinner and collation of league trophies.
- Liaise with the county fixture co-ordinator to prepare league fixtures and provide updated information on the composition of league divisions, ground availability and any other related matters.
- Liaise with the BDU A appointments secretary regarding umpiring matters and updating play cricket throughout the season with allocated umpires, and disseminate information to league clubs on umpire training matters.
- Co-ordinate matters arising throughout the season with the league disciplinary, finance and sanctions sub - Committees, together with any ad-hoc sub committees formed to deal with other arisings.
- Ensure that the league contact e-mail database is maintained and updated as required.
- Compose an article summarising the activities, successes of the league each year for publication in the Nottingham Cricket Lovers Society Annual Handbook.
- Negotiate the league match ball contract and ensure adequate arrangements are in place for purchase and distribution of balls for league and cup matches.

Time Commitment: 16-22 hours per month throughout the year (excluding ad-hoc meetings).

- \* A good working knowledge of current Microsoft Software and capability to arrange on line meetings through the league zoom account is essential.
- \* Appropriate training will be provided and full access to league documents, files and the BDCL play cricket web-site.
- \* An honorarium will be paid which will be reviewed on an annual basis. All reasonable expenses and costs incurred whilst undertaking duties on behalf of the league will be reimbursed.

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## MANAGEMENT COMMITTEE VACANCIES



### ROLE- LEAGUE TREASURER

#### *Role Specification and Responsibilities*

- Provide robust support to the Chair and league management committee to ensure effective control of league financial matters thus ensuring the long term stability of the leagues financial position.
- Management and control of the league bank account and arranging for authorised signatories as necessary.
- Negotiating and updating the leagues insurances.
- Timely preparation and clear presentation of the league's accounts.
- Regularly attend scheduled monthly LMC meetings and providing a financial update.
- Invoice league clubs for membership fees, and any other costs which may be levied from time to time.
- Arrange payments of invoices for goods and services provided to the league; together with honoraria and incidental expenses to league officials in accordance with arrangements and guidelines documented within league rules.
- Maintain effective communication with league clubs and the management committee.
- Prepare and arrange audit of the league's accounts covering the financial year (December—November) for presentation at the AGM.
- Participate in meetings of the league finance sub committee which will be convened periodically,
- Assist in the creation of a sponsorship sub-committee formed in order to increase income to the league from non cricket related sources.

**Time Commitment: 14-18 hours per month throughout the year (excluding ad-hoc meetings).**

- \* A good working knowledge of current Microsoft Software is essential.
- \* Previous experience in dealing with accounts is desirable but not essential.
- \* The successful applicant will be required to become the main league bank account holder (with permissions on the banking app etc.) and signatory.
- \* Appropriate training will be provided and full access to all necessary league documents and files.
- \* An honorarium will be paid which will be reviewed on an annual basis. All reasonable expenses and costs incurred whilst undertaking duties on behalf of the league will be reimbursed.