



COMMITTEE MEMBER ROLES

The following list some of the main duties of Golden Grove Cricket Club Committee Members. This is not an exhaustive list and is intended as a guide only.

The Committee's role is to oversee the Club's business on behalf of its members to ensure that the Club remains viable now and in the future. This includes strategic planning, financial management, legal compliance, managing risk, fund-raising and promoting and representing the Club to the wider community.

As the Club is an incorporated organisation, Committee Members are generally protected from personal liability.

PRESIDENT *(2 year term – alternates with Vice President)*

The President is responsible for:

- demonstrating leadership of the Club and overseeing the overall direction
- representing the Club when addressing stakeholders and the wider community
- have sound working knowledge of the Club
- leading and facilitating Club activities
- building and maintaining strategic relationships
- acting as a responsible Committee Member (as detailed below)

VICE PRESIDENT *(2 year term – alternates with President)*

The Vice-President is responsible for:

- providing support for the President in their duties
- representing the Club in the absence of the President
- acting as a responsible Committee Member (as detailed below)

CHAIRPERSON *(1 year term)*

The Chairperson is responsible for:

- assisting with the strategic direction of the Club
- planning and running meetings

- coordinating meeting agenda items in collaboration with the Secretary
- acting as spokesperson/figurehead on behalf of the Club
- chairing the AGM
- acting as a responsible Committee Member (as detailed below)

SECRETARY (1 year term)

The Secretary is responsible for:

- maintaining Club records and ensuring effective management of the Clubs records
- managing minutes of Committee meetings
- ensuring minutes are distributed in a timely manner following Committee meetings
- managing the Club's communications
- attending Association meetings or organising a Club delegate to attend in their place
- delegate organisation of End of Season Presentations
- acting as a responsible Committee Member (as detailed below)

The Secretary may also be allocated the role of the [Public Officer](#).

TREASURER (1 year term)

The Treasurer is responsible for:

- keeping an overview of the finances of the organisation
- maintaining the Club's financial records
- preparing the draft annual budget and other financial reports
- reporting into committee meetings
- ensuring the Club has the right financial policies and procedures in place
- acting as a responsible Committee Member (as detailed below)

COMMITTEE MEMBER (1 year term)

A Committee Member is responsible for:

- remaining committed to purpose and outcomes of the Club
- reading required documents before meetings
- attending and participating in Committee Meetings
- attending the AGM
- assisting the planning and running of Club functions
- being active in the Club – attending events and functions
- providing advice, constructive criticism and suggestions thus helping the decision-making process
- declaring and dealing with any conflict of interest
- adhering to the relevant rules and requirements required by law and the rules of the Club

The following specific roles apply:

- Committee Member 1: Bar manager
- Committee Member 2: Trophies
- Committee Member 3: Ground staff/equipment
- Committee Member 4: Honour boards