



Chairman - Roles and Responsibilities

Role: To ensure an efficient and well run association.

Tasks

- Lead the Association to meet their vision
- To chair meetings of the association and to co-ordinate the Association activities and its committee
- To motivate others in a co-ordinated and progressive way
- To promote the association, its purposes and values
- To represent the association on formal occasions and to external bodies i.e. County Board, ECB etc
- CCB representative
- Communicate with the secretary as required
- Manage the development of the Association Development plan

Secretary Role Description

Role: To be the first point of friendly contact for those seeking information about the association

Tasks

- To act as a first point of call for those looking to join or seeking information about the Association
- Communicate to the committee, Board and other Associations
- Deal with outgoing and incoming correspondence
- Keep records accurate and up to date
- Liaise with Chairman to arrange all meetings of the main Association Committee
- Prepare agenda and take minutes of Association committee meetings
- Assist in seeking external funding and promotion of the Association
- Support the development and delivery of the Association plan
- Circulate any relevant information from ECB, committee, Board and other Associations

Treasurer Roles and Responsibilities

Role: Monitor the finances of the club producing accounts and monitor annual budgets.

Tasks

- Maintain accurate and up to date financial records for the association
- Establish and maintain association bank/building society account and banking arrangements
- Report the financial position at each committee meeting and AGM Annually.
- Collect and deposit all fees, subscriptions and funds into the CWCA bank account
- Prepare and issue receipts for monies received
- Ensure that funds are spent appropriately
- Explore funding opportunities for the Association and for the support of Women's & Girls Cricket Development
- Pay any bills incurred when required
- Prepare the end of year financial report for AGM
- Compile a long term financial plan to support the Association and committee plans

Representative to CCL - league

- To maintain an effective relationship for the purpose of positively influencing the quality and nature of female cricket in Cornwall
- To attend CCL meeting on a regular basis raising the women's profile and to review and implement actions specific female cricket development
- To work with the CCL to ensure that issues relating to women's cricket are addressed.
- To promote competitive cricketing opportunities for Women's and Girls' clubs cricket.
- To report back to the committee

Representative to CYCL - youth

- To maintain an effective relationship for the purpose of positively influencing the quality and nature of female cricket in Cornwall.
- To attend CYCL meeting on a regular basis raising the profile of female cricket and to review and implement actions specific for youth female cricket development
- To work with the CYCL to ensure that issues relating to girl's cricket are addressed.
- To promote competitive cricketing opportunities for Girls for all abilities
- To report back to the committee

Representative to CACC - coaches

Role:

- To maintain an effective relationship for the purpose of positively influencing the quality and nature of female cricket in Cornwall.
- To attend CACC meeting on a regular basis raising the women's profile and to review and implement actions specific to female cricket development
- To work with the CACC to ensure that issues relating to women's cricket are addressed
- To understand the need of female coaches and to promote coach development courses for Women and Girls.
- To report back to the committee

Representative to CCB LTD - board

- To maintain an effective relationship for the purpose of positively influencing the quality and nature of female cricket in Cornwall
- To produce an Association report on activity delivered in between Board meetings of the Association.
- Attend CCB meeting on a regular basis raising the women's profile and to review and implement actions specific to youth and female cricket development
- To work with the CCB to ensure that issues relating to women's cricket are addressed.
- To report back to the committee

Chairman Sub Committees - Roles and Responsibilities

Recruitment & Retention

Competition

Communication

Role:

To ensure an efficient and well run sub group of the CWCA.

Tasks

- Lead the Sub Group of the Association to meet the overall vision of the CWCA.
- To chair meetings of the Sub Group and to co-ordinate the activities and its committee.
- To maintain a workforce on the sub group and motivate others in a co-ordinated and progressive way.
- To promote the CWCA, its purposes and values .
- To represent the sub group on the Association Committee.
- Communicate with the secretary as required.
- Manage the development and implementation of the Sub Groups part of the Association's Development plan.
- Make sure all Sub Group committee meetings are recorded accurately to enable appropriate levels of reporting to the Association Committee.