



OFFICER ROLES

Overview

While the Club Constitution <http://www.bocccricket.com/docs/constitution.html> formally governs the Officer roles within the British Officers' Cricket Club of Philadelphia this document aims to provide additional description of the roles for each, and their relationship to the Club Committee.

Role of the Club President

The Club President shall be a member of, and be elected by, the membership of the BOCC, with a casting vote in all meetings. Role of the President is to

- Make sure the Club Committee works as a team
- Ensure the Club Committee is able to manage and oversee the work of the organization

President Duties at Meetings

- Prepare Club Committee and Annual (Extraordinary) General Meeting agendas in consultation with the Secretary
- Conduct club committee meetings in a manner that enables everyone to have his say
- Conduct the meeting in a way that ensures business is dealt with efficiently
- Steer the meeting through the agenda
- Summarize what has been said
- Move to a vote if necessary

President duties outside Club Meetings

- Represent the best interests of the organization
- Ensure the decisions made by the Club Committee are carried out
- Keep in contact with the organization's financial situation through the Treasurer and approve expenses as defined by the Club Constitution

Role of the President Emeritus

The Club President Emeritus shall be the immediate past President of the Club. He shall participate on and be a full voting member of the Club Committee.

Duties of the President Emeritus

- While the President Emeritus does not have official duties he may be asked by the President to represent the Club as required and able

Role of the Treasurer

The Treasurer shall be a member of, and be elected by, the membership of the BOCC, with a casting vote in all meetings. The Treasurer is responsible for all income and expenditure affecting the organization, and for the presentation of accounts and balance sheets.

Duties of the Treasurer

- Record all transactions (this is currently accomplished in Quicken)
- To give the Club Committee and wider membership regular financial reports
- Working with Club Officers to develop appropriate Budgeting
- To provide any financial audit support that may be required
- Provide notification to Webmaster and Secretary of new and renewing member information
- Work with the President to approve expenses as defined by the Club Constitution
- To maintain a list of members in good-standing (to be used by the Secretary and Club Captain for meeting voting purposes and team eligibility criteria)

Good Practice Ideas

Cash book

- To record any transactions made (i.e. money paid in to bank, checks drawn, etc.). Recommendation is to use a computer application for this. Currently using Intuit Quicken to track transactions.

Paying bills

- Bill should normally be paid within 14 days in order to maintain goodwill to the club or organization's creditors. It is also just as important to pay volunteers any out of pocket expenses.
- No payment should be made without written documentation or invoice. Authorization for paying more than \$200 (or amount identified in the Club Constitution) for any particular expense requires approval from Treasurer and President.

Collecting monies

- Always keep monies separate from personal money. It is a good idea to deposit any monies received as soon as possible.

Invoicing

- It is good policy to send out invoices to collect money where possible (e.g. ECG ground rental, PICF expense, etc.)

Role of the Secretary

The Secretary shall be a member of, and be elected by, the membership of the BOCC, with a casting vote in all meetings. To help the President plan any meetings, and to deal with club correspondence.

Duties of the Secretary

- To ensure that notices of meetings or agendas are drawn up and sent out in advance
- To take and distribute minutes of the meetings
- To archive meeting distributions and resulting minutes in perpetuity
- To deal with correspondence to the club and ensuring people are notified
- To be able to send out publicity and any other information
- To keep a list of members in good standing in conjunction with the Treasurer for purposes of conducting Club business including recording of eligible votes

Annual (Extraordinary) General Meetings

The Secretary is responsible for preparing the agenda for the Annual General Meeting (AGM), and

making arrangements to ensure that all members receive the necessary information. This information may include:

- Arranging venue, date and time
- Collecting reports from other officers
- Notifying members of time, date and place of the meeting
- Inviting and receiving nominations for the election of officers
- Arranging for guest speakers, if necessary
- Arranging catering and hospitality as appropriate

Members shall have 14 days' notice of General Meetings, the Secretary using his best endeavors to ensure that the notice contains details of the major items for discussion. Proposals, signed by the proposer and seconder must be submitted to the Secretary a minimum of 10 days before any General Meeting. A final agenda to be circulated 7 days prior to the meeting.

Role of the Fixture Secretary

The Fixture Secretary shall be a member of, and be elected by, the membership of the BOCC, with a casting vote in all meetings. Role of the Fixture Secretary

- To make sure the Club has sufficient fixtures to meet the playing needs of the membership
- To maintain a list of contact details for other clubs seeking to arrange fixtures
- Coordinating with the Treasurer regarding sub rental of Evansburg to third parties and collection of payments
- To give the Club Committee regular reports

Fixture Secretary Duties during the season

- Coordinate with Club Captain and Captains to ensure appropriate fixtures are scheduled
- Work with the Webmaster to populate the BOCC website with fixture details to allow for the collection of player availability

Role of the Youth Director

The Youth Director shall be a member of, and be elected by, the membership of the BOCC, with a casting vote in all meetings. Role of the Youth Director

- To spearhead the development of a youth program within the BOCC that develops players for the club and expands participation in cricket among boys and girls
- Is responsible for ensuring that he and all youth coaches have appropriate clearances with regards to risk management, etc.

Youth Director Duties during the season

Youth Director shall ensure the scheduling of regular practice sessions and matches for the youth members and seek entry to or organizing of tournaments as appropriate.

- To maintain a list of contact details for all youth members, including guardian details
- To keep in constant touch with and be the voice of parents of the enrolled youth to the Club Committee
- To give the Club Committee regular reports

Role of the Club Captain

The Club Captain shall be a member of, and be elected by, the membership of the BOCC, with a casting vote in all meetings. Role of the Club Captain

- Responsible for on field performance and conduct of the Club
- To be responsible for the on-field discipline and conduct of the Club membership to uphold the gentlemen behavior clause
- Represent the organization (in coordination with the Club President)
- Actively welcome and help onboard new members
- Provide recommended candidates for Captaincy roles (Captain and Vice-Captain for each league team and social) for the season for Club Committee approval
- Lead or appoint a tour skipper as necessary

Club Captain Duties during the season

- Work with the other Captains during the season to ensure consistent selection policies and other responsibilities are carried out
- Provide an escalation point for player issues and complaints
- Ensure scoresheets are kept across all fixtures and that season statistics are compiled
- To lead the Club Committee in the absence of the President during an emergency Committee meeting
- To give the Club Committee regular reports

Role of the League Captain(s)

Is/Are appointed by the Club Captain subject to Club Committee approval to be responsible for the team selection and club representation in whatever league or leagues are entered.

- Represent the organization (in coordination with the Club President and Club Captain) in league matters

League Captain Duties during the season

- Recommend to and coordinate with the selection of Vice Captain(s) with the Club Captain
- Coordinate with his Vice Captain and other captains to ensure consistent player selection and participation to ensure 'best' team of qualified members is made available for all league fixtures
- Team selections are completed by Thursday
- Responsible for field preparation both prior to and post-game for all home matches
- Responsible for clubhouse access and lockup for all home matches
- Ensure scoresheets are entered on BOCC and appropriate league website(s)
- Ensure Match reports are provided to BOCC website by following Wednesday after match day
- Ensure the match fees are collected
- Ensure that any umpire's fees are paid if required
- To give the Club Captain regular reports

Role of the Social Captain

Is appointed by the Club Captain subject to Club Committee approval to be responsible for the team selection and club representation in non-league fixtures.

Social Captain Duties during the season

- Recommend to and coordinate with the selection of Vice Captain(s) with the Club Captain

- Coordinate with his Vice Captain and other club captains to ensure consistent player selection and participation to ensure participation of qualified members for all non-league fixtures
- Team selections are completed by Thursday
- Responsible for field preparation both prior to and post-game for all home matches
- Responsible for clubhouse access and lockup for all home matches
- Ensure Match reports are provided to BOCC website by following Wednesday after match day
- Ensure scoresheets are entered on the BOCC website
- Ensure the match fees is collected
- To give the Club Captain regular reports

Role of the Grounds Secretary

The Grounds Secretary shall be a member of, and be elected by, the membership of the BOCC, with a casting vote in all meetings. The role of the Grounds Secretary is to

- To ensure the organization is able to play its matches with appropriate facilities
- To ensure the organization has appropriate equipment to play its matches
- Upkeep and maintenance of Clubhouse
- To give the Club Committee regular reports

Grounds Secretary Duties during the season

- Working with the Treasurer to provide sufficient playing equipment to meet the needs of the organization
- Work with Haverford College and Evansburg State Park to ensure facilities meet the needs of the organization

Role of the Social Secretary

The Social Secretary shall be a member of, and be elected by, the membership of the BOCC, with a casting vote in all meetings. The role of the Social Secretary is to

- Coordinate and publish the club's social calendar of events
- Working with the Treasurer to ensure social event spending is in line with social subsidy levied on the playing membership
- To give the Club Committee regular reports

Role of the Webmaster

The Webmaster while a non-elected position within the BOCC and not part of the Club Committee is nevertheless a very important position within the club. The BOCC recognizes that having a robust internet presence is an important success factor for the club. The role of the Webmaster is to

- Ensure the club website meets the needs of the organization.
- To maintain the bocccricket.com URL domain name in cooperation with the Treasurer
- To give the Club Committee regular reports

Webmaster Duties during the season

- Provide player availability facilities on the organization website
- Work with the Fixture Secretary to publish fixture schedule
- Work with the Social Secretary to publicize social events

Role of the Club Committee

The Club Committee shall consist of the President Emeritus during his lifetime, and eight (8) Officers who shall be elected at the Annual General Meeting of the Club. The eight annually elected Officers shall be the President, the Treasurer, the Club Captain, the Secretary and the Directors of: Grounds & Equipment, Youth Cricket, Social Affairs, and Fixtures & Tours. A quorum shall be six (6) out of the eight (8) elected Officers. Offices of the Club Committee may not be combined under one individual at any election. The President shall have a casting vote in the event of even voting.

The responsibilities of the Club Committee shall be the day-to-day organization of the season, fixtures, kit, ground, social functions and such other activities and initiatives necessary to follow the Goal of the club. Minutes shall be kept for all meetings and will be made freely available to all members. While frequency of meetings is not proscribed, it is expected that the President will call regular meetings of the Club Committee, especially during the off season as well as needed during the playing season.