



## Club Position Descriptions

### Club Structure

The management committee has general control and management of the administration of the affairs, property and funds of the club. The management committee is made up of:

- President
- Senior Vice-President
- Junior Vice-President (President and chairperson of the junior sub-committee)
- 5-8 members (one from the junior sub-committee)

The secretary is not required to be a member of the management committee but usually is. The Carina Cricket Club runs as a sub-committee of the management committee of the Mater Hill Cricket Club.

### Management Committee Positions

The following are descriptions of each position and as a volunteer organisation, there is support provided to each person by the team members on the committee. Please use these descriptions as a guide.

POSITION	OVERVIEW	RESPONSIBILITIES
<b>President</b>	Sets strategic direction for the club, oversees relationships and delivers on responsibilities with all clubs, associations, stakeholders, players and families.	Liaise with the Clem Jones Welfare Association and all Club Partners. Set club expectations and direct the club to adhere to policies for coaches, managers and players with Vice Presidents. Develop opportunities to grow the club registrations, capacity and resources.
<b>Secretary</b>	Central administrator for club correspondence and communications with all stakeholders, players and families. The secretary is not required to be on the management committee but usually is.	Set meeting calendar and set the agenda for regular meetings. Distribute meeting minutes in a prompt manner. Manage inbound correspondence and circulate information to committee, coaches and players as appropriate.
<b>Treasurer</b>	Financial controller of the club.	Oversee and process all financial transactions inbound and outbound.
<b>Member Protection Officer</b>	Club liaison between players, families and the President on community safety matters requiring attention by Queensland Cricket.	The Officer is the next point of contact after the President for community safety matters relating to player safety outside the game that may require referral to the Police or appropriate authority.
<b>Captains</b>	Refer to Captains Roles and Responsibilities document for details.	Refer to Captains Roles and Responsibilities document.

<b>Chairman of Selectors</b>	Refer to Selection Guidelines document for details.	Refer to Selection Guidelines document for details.
<b>Canteen Convener</b>	Manage the sale and replenishment of drinks/food sold to customers which includes club players, opposition players and supporters.	Prepare and sell food. Manage stock. Manage the canteen float. Clean the canteen.

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