

## **Secretary, Todmorden Cricket Club 1993-2001 (8ys)**

### A servant of the Committee to act as instructed.

#### Meetings

As required call Meetings, prepare Agenda, take Minutes.

Organise AGM: advert in paper; Annual Reports collated, printed, posted; obtain Nominations for the Committee. Printing of Membership Cards.

Post information on Club Notice Board eg Bar Committee, General Committee, Ground Staff Committee, Players' Committee, Promotion and Advertising Committee.

If required organise Extraordinary Meeting.

Write letters arising from meetings as instructed.

#### Licences

Prepare and send off Applications for Bar Licence, Entertainment Licence, Public Performance Licence. Display these.

Arrange required checks by Police and Fire Service. Check Insurance for Public Liability. Liase with Police over Alarm System.

Liase with Treasurer over applying for Rate Rebate.

Bring courses to the attention of employees/volunteers: Basic Hygiene, Brewery, First Aid, Cricket Coaching.

Liase with regular and occasional hirers of the Function Room.

Arrange Feasibility Study, help implement recommendations and apply for Grants.

#### Matches

Fixture lists: for local paper and on Club Notice Board.

Two Captains' Reports, Two Umpires' Reports, Score Card all completed and returned to League Secretary after each match.

Reports and Score Cards for local paper.

Match Programmes: get sponsors/adverts for Season, collect information and produce programmes.

Where large crowds are expected eg Worsley Cup Match, inform the Police and ask St John Ambulance to attend.

Print any required notices eg car parking etc.

#### Employment

Arrange adverts, interviews, notify applicants, take up references, produce and sign contracts of employment. Disciplinary procedures, arrange and record meetings, give required warnings and, if asked, notice of termination.

Contact Professional or his Agent, arrange accommodation, flight, car, get contract signed, obtain work permit, arrange transport to and from airport and someone to meet him.

Support as needed doctors/treatments if he gets into trouble - use Club's Honorary Solicitor.

#### Events

Help to advertise and organise social and money-raising events: special matches eg v Parliamentary VI; auctions; dances; treasure hunts (by car and on foot); barrel push from Lees Brewery at Middleton (licences required from 3 authorities to have a collection en route); bonfire; sports days; bowling; 5 a-side cricket; Christmas/New Year celebrations etc.

## **Secretary, Todmorden Cricket Club 1993-2001 (8ys)**

#### Unforeseen Circumstances

After fire, along with Treasurer liase with Insurers, Loss Adjusters etc.

After bonfire accident, send report to Environmental Health. Collect written evidence from witnesses for Barrister, attend Court etc.

When land is to be sold: ascertain ownership (Land Registry, Registry of Deeds, Club Deeds) have independent valuation etc.

#### Records

Keep Club Records safe.