

## Rowledge Cricket Club Management Committee

**Voluntary Job Role:**

Cricket Secretary

**Key Function:**

Manage the Club's League & County Board Commitments.

**Reporting to: Club Chairman**

**Responsible for: League Cricket**

**Responsibilities and Key Tasks:**

- Manage senior cricket league entries & registrations;
- Manage county board membership & affiliation;
- Provide single point of contact for league administration;
- Register & manage league registrations for individual club players;
- Assist identification & registration of overseas player;
- Liaise with league fixture secretariat prior to start of season;
- Act as league point of contact for league discipline issues;
  
- Maintain the Club Honours Boards

**Other tasks: (as needed)**

- Circulate any relevant information from leagues, ECB & county boards to members;
- Attend or ensure representation at league AGMs, awards events and other external/third party meetings;
- Upkeep the club's Honour Boards;
- Assist club with arrangements for club President's Day;

**Role Approved by:**

**Date:**