

Committee Roles 22/23

President: - *Leo Italiano will be standing for reappointment*

Responsibilities:

- Council correspondence for pavilion, nets, leases etc
- Sponsors Days
- Past Players Days
- Chairing committee meetings
- Being the “Face of the Place”
- Overseeing / being involved in the recruitment / retention process
- Holds 1 vote out of 4 on the Executive, plus the deciding vote if tied
- Direct report for all of the below roles
- Support the Junior Coordinator

Vice President: -

Responsibilities:

- Stand in for the President when not available
- Responsible for another major portfolio, ie bar / Cricket Ops etc
- Being involved in the recruitment / retention process
- Holds 1 vote out of 4 on the Executive

“A Country Cricket Club in the City”

APCC

Bruce St, Moonee Ponds. PO Box 42, Essendon 3042 PH Leo Italiano 0409 304 224

Email: president@mooneepondsc.org.au

Secretary:

Responsibilities:

- Recording and then dispersing committee meeting minutes
- Is the 1st point of call for all incoming and outgoing correspondence
- Emptying the PO Box Fortnightly
- Filling out and submitting forms for Council, Associations etc
- Attending / ensuring we have a delegate present at all Association Committee meetings
- Holds 1 vote out of 4 on the Executive

Treasurer: (Could be leader with assistant)

Responsibilities:

- Responsible for ensuring the accountable management of Senior and Junior Club funds
- Setting budgets with the Executive
- Recording all incoming and outgoing monies
- Maintaining a record of memberships payments
- Ensure all bills are paid
- Maintain MYOB
- Holds 1 vote out of 4 on the Executive
- Raising sponsorship invoices

“A Country Cricket Club in the City”

APCC

Bruce St, Moonee Ponds. PO Box 42, Essendon 3042 PH Leo Italiano 0409 304 224

Email: president@mooneepondsc.org.au

Sub Committee

Clothing Coordinator

Responsibilities:

- Ensuring pricing and quality is to standard every season
- Collate, submit, and then disperse all apparel including headwear
- Maintain a stock on hand registry
- Liaise with the Exec and Sponsorship manager before the beginning of every season to determine apparel sponsors

Sponsorship Manager / Fundraising Coordinator (with the President)

Responsibilities:

- 1st port of call for all Sponsors along with the President
- Fortnightly emails sent to all Sponsors
- Coordinate Sponsors Days
- Ensuring all packages are vetted by the Exec prior to releasing them every year
- Encourage our members to provide leads on sponsors for us to follow up

“A Country Cricket Club in the City”

APCC

Bruce St, Moonee Ponds. PO Box 42, Essendon 3042 PH Leo Italiano 0409 304 224

Email: president@mooneepondsc.org.au

Ground/equipment manager:

Responsibility:

- Ensuring all training equipment is in good order
- Ordering balls for all grades
- Ensuring all match balls get back to the coach
- Ensuring all stumps, cones etc are to standard
- Curator communications and ensuring curator is paid by putting invoice into the Treasurer weekly
- Deal with council on ground matters
- Coordination of covers (put roster together / system in place)

Junior Cricket Coordinator (Can have others reporting to you)

Responsibility:

- Reports directly to the Exec and will be included in budgeting for the junior program
- Implement a 5yr and 10yr strategy with goals that are set to be achieved yearly regarding growth, success etc
- Running the Junior program through appointing coaches that will report to them
- Registration days
- Junior recruitment
- Ensuring all coaches are entering scores into My Cricket and paying match fees and send Media Manager weekly match reviews
- Ensuring all Junior memberships are paid in liaison with the Treasurer
- Overseeing the Woolworths program
- Build strong relationships with Cricket Victoria (President to be involved here)

“A Country Cricket Club in the City”

APCC

Bruce St, Moonee Ponds. PO Box 42, Essendon 3042 PH Leo Italiano 0409 304 224

Email: president@mooneepondsc.org.au

Club house Manager /Bar/Food Manager

Responsibility:

- Ensuring the bar is fully stocked by using our sponsors
- Coordinating Thursday night meals through our sponsors and Saturday night BBQs
- Responsible for both of these areas for club functions
- Checking for all supplies, ie toilet paper etc
- Clubroom cleaning roster

Social Events Coordinator

Responsibility:

- Establishing a social calendar for the seniors and Juniors in conjunction with the committee
- Responsible for delegating function responsibilities to committee members at meetings
- Liaise with Media Manager to create and distribute flyers

Media manager

Responsibility:

- Ensure all club electronic media is up to date, professional and well presented
- Manage club website
- Ensure all captains and junior coaches are providing weekly write ups on match results and then publishing them
- Advertise our sponsors
- Creating ideas for club promotion etc
- Ensure all Captains are entering scores on My Cricket

“A Country Cricket Club in the City”

APCC

Bruce St, Moonee Ponds. PO Box 42, Essendon 3042 PH Leo Italiano 0409 304 224

Email: president@mooneepondsc.org.au

Grants Officer:

Responsibility:

- Be across every single grant that there is
- Present to committee
- Apply for everything we qualify for



“A Country Cricket Club in the City”

APCC

Bruce St, Moonee Ponds. PO Box 42, Essendon 3042 PH Leo Italiano 0409 304 224

Email: president@mooneepondsc.org.au