



# ACCA COMMITTEE

## *Roles & Responsibilities*

To operate a successful association, a motivated, enthusiastic and strong committee is required and to this end we are seeking individuals willing to fill voluntary committee roles within our association.

In accordance with the association's constitution all committee members are elected from amongst our members for a maximum period of one year after which the position must be re-elected.

The committee will aim to communicate regularly and meet every quarter to discuss the development and operations of the association.

### **COMMITTEE OFFICER ROLES**

- Page 2. **Chairman**
- Page 3. **Vice Chairman & Events Coordinator**
- Page 4. **Treasurer**
- Page 5. **Secretary**
- Page 6. **Welfare Officer (Compliance)**
- Page 7. **Media & Communications Officer**

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## COMMITTEE RESPONSIBILITY

### CHAIRMAN

- Chair all Committee Meetings, the *Appeals Committee Meeting* in the event of refusal of membership, the Annual General Meeting and Extraordinary Meetings;
  - Not vote at any Committee Meeting unless he or she declines to take the chair, but shall have the casting vote should meetings be tied on any one issue;
  - Notify Members promptly of any appointment, resignation or removal of Officers of the Committee;
  - Advise all Members of any proposed changes to the Constitution;
  - Report on the activities of the association at the Annual General Meeting;
  - Inform the Members, ECB, National Cricket Conference and relevant County Cricket Clubs if the association ceases to operate, or is to be dissolved, and in doing so present a final statement of accounts for members;
  - Review the accounts of the association and sign them of; if he/she considers them to be in order;
  - Ensure that adequate advice and assistance is available to Officers of the Committee in the performance of their responsibilities;
  - Be available to represent and speak for the association in the public forum;
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## COMMITTEE RESPONSIBILITY

### VICE CHAIRMAN

- Chair all Committee meetings, the Annual General Meeting and Extraordinary Meetings in the absence of the Chairman;
  - Be prepared to assist other committee members in the execution of their duties;
  - Record and coordinate overall volunteers and training incentive programmes
  - Maintain relationships with sponsors or donors;
  - Inform Treasurer of any new deals and terms associated with them;
  - Source suppliers for kit, subject to approval by the Committee.
  - Obtain approval for all purchase decisions from the Committee (new orders);
  - Agree the price of items to be bought, hired in/out or sold with the Committee;
  - Ensure payment of all invoices received by the Treasurer from service providers within the agreed payment terms
  - Help to recruit and encourage the involvement of new members within the association.
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## COMMITTEE RESPONSIBILITY

### TREASURER

- Keep proper records of the association's financial transactions in accordance with current accepted accounting rules and practices;
  - Develop and implement control procedures to minimise the risk of financial exposure, such procedures to be reviewed annually by the Committee;
  - Ensure that bills are paid and cash is banked in accordance with these procedures;
  - Prepare a statement of accounts for circulation at each meeting, work with other committee members to prepare an annual budget for the association and regularly inform the Committee of progress against that budget;
  - Make all records, procedures and accounts available on request to the Committee;
  - Draw up annual accounts to 28 February each year, these accounts to be approved by the Committee and signed by the Chairman no later than 21 days after the Annual General Meeting;
  - Present annual accounts to the association at the Annual General Meeting;
  - Arrange payment for the hiring of any services or facilities and the agreed rate.
  - Management of any qualifying grants;
  - Issuing invoices and receipts
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## COMMITTEE RESPONSIBILITY

### **SECRETARY**

- Give notice of all Committee Meetings, the Annual General Meeting and Extraordinary Meetings, together with an appropriate agenda;
- Record the proceedings of all such meetings and document them as Minutes;
- Deal with correspondence and handle all administrative matters for the association including annual memberships renewal notices.

### **MEMBERSHIP RESPONSIBILITIES**

- Maintain a database of all Members of the association;
  - Respond to enquiries from the website regarding Membership;
  - Arrange standing orders for membership subscription fees and maintain a list of active members.
  - Report to the Committee every quarter regarding any changes to membership of the association.
  - Issue membership information electronically to prospective and new members.
  - Maintain & distribute to approved recipients an emergency contact list
  - Welcome all new members and encourage them to attend meetings.
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## COMMITTEE RESPONSIBILITY

### COMPLIANCE OFFICER

- To be responsible for the implementation of good practice and equity within the association;
  - Be available to any member to discuss concerns regarding matters of either their own or another member's welfare;
  - Uphold Standards & Code of Conduct;
  - Maintain members concerns in the strictest confidence;
  - Get around the association engaging with members
  - Get feedback from members
  - Offer advice to new members
  - 'Push' the association's volunteering ethos to everyone
  - Be vigilant of new directives and ensure they are made known to members
  - Assist other officers whenever they become overstretched!
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# COMMITTEE RESPONSIBILITY

## **MEDIA & COMMUNICATIONS OFFICER**

- Manage the regular posting of news announcements (with photos where possible) to the website and social media by either writing or commissioning the news items from other members. The news should reflect major events in the association's calendar such as Emancipation day match, Merton Cup, Training day (act as the events coordinator), general (liaise with the secretary).
- Encourage members to write and maintain blogs and newsletter articles for others to read
- Write and supply press releases on activity to external bodies (e.g. NCC) National Cricket Conference where appropriate
- Hold overall responsibility for the content of the public areas of the ACCA website
- Manage marketing or promotional material
- Assist with the organisation of external club events
- Report back to committee on the progress of each event
- Agree budgets with the Treasurer
- Deal with publications/press
- Be responsible for the programming and maintenance of the website and social media when new sections or pages need to be added

*Note that the content of individual sections of the website are the responsibility of officers within that role (as agreed by the committee)*

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