



## Cricket Club Vice Chairman - Roles and Responsibilities

**Role:** To be the lead figure in the Club's development – ensuring the club grows in terms of stature in the community, finance and personnel (players and volunteers), in line with the Club Development Plan

**Approximate time commitment:** Ongoing throughout the year – hours to be agreed

**Useful skills and experience:**

- Self motivating and passionate about the Club's development
- Enthusiastic, positive, reliable, well presented leader
- Good management and organisational skills
- Knowledge of cricket structures
- Good interpersonal communication and negotiation skills
- Approachable
- IT skills
- Inventive, creative and forward thinker
- Must be both a 'starter' and a 'finisher'

### Tasks

- Ensure that the Club Development Plan is produced and targets set within the plan are achieved
- Lead the review process of the Club Development Plan on an annual basis, setting future targets.
- Motivate other Club members to be proactive in assisting the development of the Club
- Ensure the Club has strong partnerships with schools and other organisations within the local community
- Ensure the management and administration of the Club procedures are regularly reviewed
- To work with the Executive Committee to ensure Marketing, PR and Funding / Sponsorship roles are occupied
- To manage the ever changing culture within the Club environment
- Be the main point of contact for any Club development matters
- To support the Club Chairman and Executive Committee.

If you would like further information or wish to apply for this opportunity please contact:

**Contact Chairman Copford CC**

