

10. POSITION DESCRIPTIONS

10.1 Position description – all Board and Committee members

The following key result areas apply for all Board and Committee members.

Ambassadorial Responsibilities

- Projects a positive image of ADELAIDE CRICKET CLUB Incorporated in all internal and external interactions.
- Promotes ADELAIDE CRICKET CLUB Incorporated business activities in a positive light.
- Creates and uses strong partnerships with external stakeholders to enhance the opportunities available to the Association.
- Influences others both within the Association and external to the organisation to support ADELAIDE CRICKET CLUB Incorporated and its goals.
- Actively networks, builds and maintains strong relationships for the benefit of ADELAIDE CRICKET CLUB Incorporated.

Business Acumen

- Uses financial management skills to review the accuracy of forecasts, to analyse business strategy and financial information.
- Uses financial information to modify business approach.
- Understands ADELAIDE CRICKET CLUB Incorporated's business and uses this to make informed business decisions.
- Is able to articulate a well considered business strategy.
- Is committed to building an Association which is capable of sustained performance.
- Has sound business skills in areas including marketing and commercial awareness and can read and understand financial reports.
- Has a current understanding of the sports and recreation sector and uses this to identify threats and opportunities.
- Possess entrepreneurial skills to directly or indirectly contribute to growth targets.

Corporate Governance

- Demonstrates a commitment to maintaining the balance between economic and social goals of the organisation.
- Understands the role of the Board and its statutory requirements.
- Supports the development of policies and procedures for effective corporate governance of the organisation.
- Ensures the Board is both accountable and transparent in its decision making.
- Ensures that all organisational objectives are considered in light of both opportunity and risk.
- Continual education and improvement.

Strategic Thinking

- Develops a vision and strategic plan which sets the direction for the Association in both the long and short term.
- Ensures that a shared vision is promoted internally and externally.
- Regularly reviews the organisation's vision and mission in light of trends and opportunities to ensure long term organisational viability.
- Changes strategic direction in response to critical new information.
- Supports any/all paid employees and all volunteers team in the execution of the vision.

10.2 Position description – President

Summary of the Main Purpose of the Position

The President acts on behalf of ADELAIDE CRICKET CLUB Incorporated in supporting the strategic direction of ADELAIDE CRICKET CLUB Incorporated. The President has responsibility to identify the organisation's direction and goals while it is the responsibility of management to decide how to achieve those goals. The President also has responsibility for obtaining best value and contribution from the Board as a whole and from individual members of the Board. The President must maintain an appropriate personal and professional relationship with all other board members, paid employees and volunteers, based on respect, trust and mutual understanding of their roles.

Reporting Relationships

The President is appointed by the members of the ADELAIDE CRICKET CLUB Incorporated Board and the Board is accountable to the members of the ADELAIDE CRICKET CLUB Incorporated.

Qualifications

Formal qualifications are not required for the President.

It is highly desirable that the President has or agrees to undertake a course for directors offered by the Australian Institute of Company Directors (or an equivalent course) and a course on the duties of a Board Chair.

The President should have experience in one or more of the following core areas:

- Demonstrated strategic experience
- Finance, accounting and business skills
- Legal skills
- Managing risk
- Managing people and achieving change
- SACA and/or sports and recreation knowledge
- Political nous.

Main Experience

The President must be able to:

- Effectively chair a meeting
- Communicate effectively
- Provide leadership
- Work constructively with the Chief Executive Officer
- Provide feedback to Board members and any paid employees on their performance
- Act as the spokesperson for ADELAIDE CRICKET CLUB Incorporated and the Board.

10.4 Position description – Honorary Treasurer

Summary of the Main Purpose of the Position

1. Serves as Chair of the Finance and Audit Committee.
2. Manages, with the Finance and Audit Committee, the Board's review of, and action related to, the Board's financial responsibilities.
3. Works with the any paid employee and President to ensure that appropriate financial reports are made available to the Board on a timely basis.
4. Provide assistance to any paid employee and President in preparing the annual budget, and presenting the budget to the Board for approval.
5. Works with the Finance and Audit Committee and any paid employee and President to develop Fiscal Policies for recommendation to the Board to ensure the financial integrity and sustainability of the organization.
6. Works with the Finance and Audit Committee and any paid employee and President to develop long-term financial strategies.
7. Keeps currently informed of legal, regulatory and sector developments relating to the Board's financial responsibilities.

Reporting Relationships

The Treasurer is appointed by the members of the ADELAIDE CRICKET CLUB Incorporated Board and the Board is accountable to the members of the ADELAIDE CRICKET CLUB Incorporated.

Qualifications

Formal accounting qualifications should be a pre requisite for the Treasurer.

It is highly desirable that the Treasurer has or agrees to undertake a course for directors offered by the Australian Institute of Company Directors (or an equivalent course).

The Treasurer should have experience in the following core areas:

- Demonstrated strategic experience
- Finance, accounting and business skills
- Managing risk
- Managing people and achieving change
- SACA and/or sports and recreation knowledge
- Political nous.

Main Experience

The Treasurer must be able to:

- Effectively chair a meeting
- Communicate effectively
- Provide leadership
- Work constructively with the Chairperson and with other Board members.

Position description – Director of Cricket

Summary of the Main Purpose of the Position

The Director of Cricket acts on behalf of ADELAIDE CRICKET CLUB Incorporated in managing all matters regarding the training and playing activities of the club. The Director of Cricket provides the direct communication between the coaches and the board.

The Director of Cricket must maintain an appropriate personal and professional relationship with all other board members, paid employees and volunteers, based on respect, trust and mutual understanding of their roles.

Reporting Relationships

The Director of Cricket is appointed by the members of the ADELAIDE CRICKET CLUB Incorporated or may be one of the two Directors appointed by the Board of the ADELAIDE CRICKET CLUB Incorporated and is accountable to the members of the ADELAIDE CRICKET CLUB Incorporated.

Qualifications

Formal qualifications are not required for the role of Director of Cricket.

It is desirable that the Director of Cricket has undertaken a course for directors offered by the Australian Institute of Company Directors (or an equivalent course).

The Director of Cricket should have experience in one or more of the following core areas:

- Demonstrated strategic experience
- Finance, accounting and business skills
- Legal skills
- Managing risk
- Managing people and achieving change
- SACA and/or sports and recreation knowledge
- Political nous.

Main responsibilities

- Acts as Chairman of Selectors and oversees team selection process.
- Facilitate retention of players and recruitment of coaches, players and support staff
- Provide support to all Coaching Staff, and strive to provide them with tools / systems to aid performance
- Provide support for players, as a sounding board, or organiser of external needs
- Resolve / defuse cricket issues as possible with parents or partners
- Retain a view of the 'big picture', and strive to improve club culture, moral and overall respect
- Communicate and provide link to Community Clubs