



## **Remit & Governance All Committees & Officials**

**This document explains the role & responsibilities of each of the club's governing committees. How they should be run, and the individual role and responsibilities of each club official who sits on a committee.**

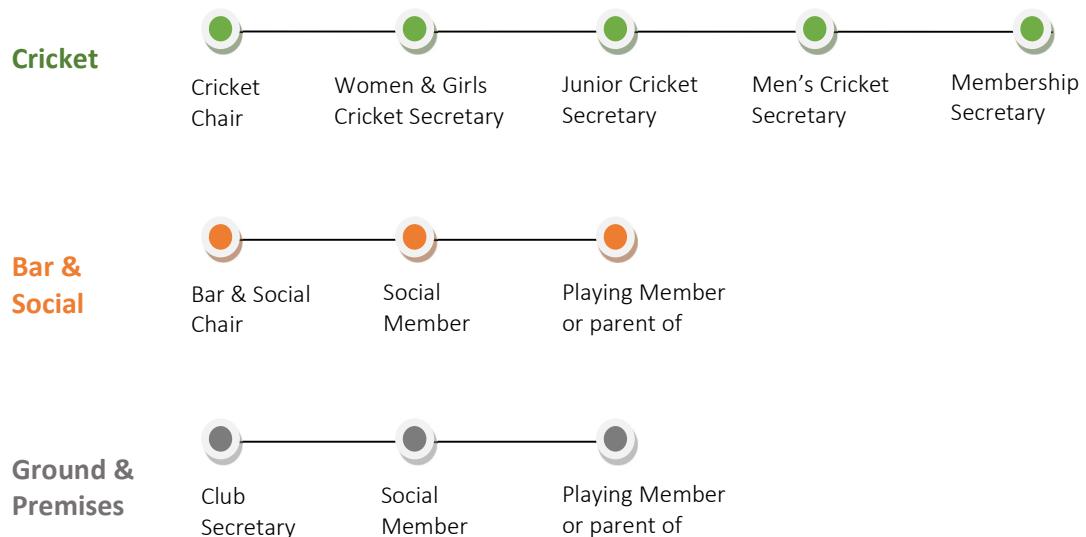
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## 1. The Governance Structure

### The Executive Committee



### Sub-Committees



## 2. The Executive Committee

### Purpose

The role of the Executive Committee at Harrow Cricket Club (“the Club”) is to ensure that the Club is performing well and complies with its obligations by:

1. Setting and safeguarding the vision and values of the Club
2. The rules set out in the Club’s constitution are adhered to
3. Developing and agreeing a long-term strategy for the Club
4. Ensuring organisational purposes remain relevant and valid
5. Monitoring progress and spending against plans and budget
6. Amending the plan and budget as appropriate
7. Evaluating results, assessing outcomes and impact
8. Maintaining a positive working relationship with other stakeholders
9. Promote and monitor equality and diversity

The above list is not exhaustive but indicative of its role.

### The Governance Role

Together the Executive Committee must fulfil the 5 Core Governance Functions:

1. Determine Mission and Strategy – setting the organisation’s direction and determining how it will get there.
2. Accountability – being held to account for the actions of the organisation and holding those who carry out the work (staff and/or volunteers) to account.
3. Look after the committee – ensuring committee renewal (recruitment, induction and retirement), effective decision making and information sharing processes, positive group dynamics, and reflection, learning and development for the committee as necessary.
4. Safeguard assets - acting as custodian of the assets, tangible (money, property etc) and intangible (organisation’s reputation and name), ensuring that assets are used appropriately and constitutionally. Ensuring that there are sufficient assets for the organisation’s survival.
5. Act as ‘boundary-spanner’ – linking the organisation to its stakeholders, such as members, the community, funders etc.

In addition, there is always a management role for the committee once staff are employed which is to hire, support, monitor (and, if necessary, fire) staff.

### Who the members are

- Chairperson
- Club Secretary
- Treasurer
- Cricket Chair
- Bar & Social Chair
- Welfare Officer

The role of welfare officer will be split between two individuals – a male Welfare Officer and a female Welfare Officer. The position of Welfare Officer on the Executive Committee shall be filled one of the Welfare Officers, who shall alternate attendance to the club’s Executive

Committee meetings. If both Welfare Officers attend the same Executive Meeting, together they shall be counted as one officer for the purposes of the meeting.

Each member of the Executive Committee is responsible for his/her specifically defined role; to carry out the tasks associated with that defined role (e.g. manage the finances, run the bar, meet with landlords, prepare contracts, hire the groundsman, etc), and to work together to fulfil its purpose and governance role.

### **How often it will meet**

Four times a year.

### **Conduct (legal)**

Executive Committee members must:

- Be active – you cannot be a dormant or ‘sleeping’ management committee member, you are still liable for the decisions the others make in your absence.
- Act jointly – an individual has no powers on their own unless they have been specifically given them by the committee (minuted at a proper meeting).
- Act constitutionally (and within the law) – make sure that you act within the powers and objects (remit) set out in your constitution. Including following the constitution on how meetings are run and how the committee is recruited.
- Act in the interests of the membership and make decisions that are best for them.
- Act reasonably and honestly – remembering to minute discussions and debates so that your reasonableness can be demonstrated.
- Have a duty of care – act prudently and reasonably.
- Not delegate control – everything can be delegated except the power of delegation. The management committee remains responsible and accountable.
- Not benefit personally – unless allowed specifically in the constitution or by law.
- Avoid conflict of interest – manage actual conflicts of interest through a written process/policy and elsewhere avoid the appearance of conflicts of interest.

### **Conduct (practical)**

Executive Committee Members should:

- Strive to attend all meetings, sending apologies to the chair for necessary absences.
- Prepare for the meeting by reading the agenda, papers and emails before the meeting.
- Talk to the chair before the meeting if you need to clarify anything.
- Arrive on time. Stay to the end.
- Participate fully in the meeting;
  - Listen to what others have to say and keep an open mind.
  - Contribute positively to the discussions.
  - Try to be concise and avoid soliloquies/speeches.
- Help others concentrate on the meeting. Discourage side conversations.
- Always have the best interests of the club in mind.
- Draw attention to any potential conflicts of interest that may arise in the meeting.
- Fulfil any responsibilities assigned to you at the meeting and be prepared to report back on your progress at the next meeting.

- Failure to attend two or more consecutive meetings can result in removal as an Executive Committee Member subject to the unanimous approval of the other Executive Committee Members present.

### **Conduct (best practice)**

Executive Committee Members should:

- Agree the values that underpin the Club.
- Agree a clear mission and vision for the Club.
- Be aware of the mission, vision and values of our Club and how to keep its reputation high.
- Gain knowledge of the Club's constitution as a useful and regular source of guidance.
- Develop an understanding of its responsibilities regarding governance and conduct.
- Understand expected behaviours individually and collectively.
- Help members and volunteers understand their roles and responsibilities.
- Agree clear decision making and delegation powers.
- Regularly review of performance against strategic and operational plans.
- Recognise and celebrate achievements.
- Plan financially for the long term.
- Annually review the Club's performance, effectiveness and operations.
- Identify and mitigate risks.

### **General Qualities**

All committee members should:

- Have a commitment to the organisation and its aims.
- Have a willingness to devote the necessary time and effort.
- Possess good judgement and independence of mind.
- Show a willingness to work collectively as part of a group.
- Seek constructive debate and dialogue over confrontation.

### **Executive Committee Members Specific Roles & Responsibilities**

#### **Chairperson**

- Elected at the AGM.
- An official signatory of the club.
- Chairs the executive committee.
- Leads the direction of growth and retention policies.
- Motivates and supports committee members. Ensures that the objectives of the club remain in focus.
- Agrees meeting agendas with club secretary.
- Manages relationship with Orley Farm School along with the Club Secretary.

#### **Club Secretary**

- Elected at AGM.

- An official signatory of the club.
- Organises executive committee meetings and keeps a record of all executive committee decision making.
- Ensures the club is meeting its compliance duties with regards to Clubmark and any other compliance matters relating to MCB, ECB and ACO. Main point of contact for these bodies.
- Chairs the ground & premises committee. Responsible for ensuring the facilities are maintained and improved where necessary.
- Maintains club website.
- Manages relationship with Orley Farm School along with the Chairperson. Main day-to-day point of contact for OFS.
- Deals with Harrow council related matters and all official related club correspondence.
- Organises the AGM and prepares relevant notices and minutes.

#### Treasurer

- Elected at the AGM.
- An official signatory of the club.
- Prepares all financial plans and ensures the club operates within its means.
- Keeps up to date records of all financial transactions.
- Reports regularly to the executive committee on the financial status.
- Identifies fund raising opportunities and applies for grants on behalf of the club.
- Presents end of year financial report to the AGM.
- Manages all banking & payments to and from the club.
- Provides all necessary support in preparation of tax returns, payroll, contracts, and the annual accounts.
- Signatory on all financial payments, along with the Chairman or Club Secretary.
- Allocates financial resources for the various sub-committees to use.

#### Cricket Chairperson

- Elected at the AGM.
- Chairs the cricket committee.
- Prepares the overall cricket strategy for the club in conjunction with the Men's Cricket, Women & Girls Cricket & Junior Cricket Secretaries.
- Responsible for ensuring that the three parts of the cricket section (men's, women & girls, juniors) work together.
- Ensures all development plans are in place and agreed by the cricket committee, and then delivered.
- Oversees the training and match schedules for all three playing sections to ensure that there are adequate ground and coaching resources.
- Responsible for ensuring that the relevant codes of conduct are followed by all playing members, coaches & parents of junior members. Deals with any escalation of non-welfare related cricket issues or complaints.
- Ensures that all coaches have up to date DBS, First Aid & Safeguarding, and signed coaching agreements in place.

#### Bar & Social Chairperson

- Elected at the AGM.

- Chairs the bar & social committee.
- Main point of contact for social members and social events.
- Encourage the use of the facilities for after cricket activities.
- Responsible for overseeing all function hire and internal club social events.
- Manages relationship with the brewery & bar suppliers.
- Ensures that the bar is staffed and run properly.
- Arranges volunteers to help with one off annual events such as fireworks night & cricket force day
- Works closely with the treasurer on pricing and profitability.

#### Welfare Officer

- Appointed by the Executive Committee.
- Ensuring that the appropriate safeguarding policies are followed by the club, including responding to any concerns that arise for children, young people or adults at risk.
- To be the first point of contact for everyone within the club and the ECB, for welfare related matters.
- To be eligible for this position the candidate must have attended and passed the relevant training courses including the welfare officer related Safe Hands & Safeguarding workshops.

### **3. The Cricket Committee**

#### **Purpose**

To promote, organise and run cricket of various standards for all playing members.

To manage the three distinct parts of the cricket section. These being:

- Men's Cricket
- Women & Girls Cricket
- Junior Cricket

In particular to ensure that;

- the cricket section of the club has a clear and definable plan to positively develop the cricketing activities of the club.
- our playing programme meets the needs of all our playing members.
- it carries out the appropriate stakeholder engagement (players, coaches, parents)
- it ensures a duty of care to all playing members.
- all three parts of the cricket section work together – one club.
- accurate and up to date records are kept of all playing members, including membership lists and attendance registers.
- the appropriate number of teams and leagues are entered for all cricket.
- all teams are well run.
- all scheduled fixtures are planned in due time and fulfilled.
- the training sessions are well organised and run.
- the coaching resources, where coaching is deemed appropriate, meeting coach to player ratios, and are of high enough standard to meet the needs of our playing members.
- the club's coaching programme is overseen by ECB level qualified coaches who have up to date DBS, first aid, insurance and safeguarding documentation.
- the highest standards of behaviour are upheld, both on and off the field.
- all club codes of conduct are adhered to by everyone associated with the playing section of the club, be they players, coaches, team managers or parents of players.
- any league or organising body meetings that require a Harrow CC representative are attended.
- the treasurer is kept informed of any and all likely expenditure and that this is approved in advance of any spending commitments being made.

#### **Who the chair is**

Chaired by a designated member of the executive committee, the cricket chairperson.

#### **Who the members are**

- Cricket Chairperson
- Men's Cricket Secretary
- Women & Girls Cricket Secretary
- Junior Cricket Secretary
- Membership Secretary

The cricket committee may at its sole discretion, and only with unanimous approval of all its committee members, from time to time invite other relevant stakeholders (e.g captains, players, coaches, parents of junior players) to attend its meetings. This must be for the sole purpose of helping the committee fulfil its remit.

### **How often it will meet**

No less than four times a year. These should, where possible, reflect the executive committee meeting schedule so that the cricket chair can report in a timely manner to the executive committee of any updates, changes or requests arising from cricket committee.

### **How it will report**

There will be a verbal report to each quarterly executive committee meeting by the chair of the cricket committee, or in his/her absence, another member of the cricket committee. Any proposals for actions must have been agreed by the cricket committee, costed (where finance is required) and presented in writing.

### **How long it will be in existence**

This is a standing committee. Elected at the AGM.

## **The Cricket Committee Member's General Responsibilities**

All committee members should:

- Strive to attend all meetings, sending apologies to the chair for necessary absences.
- Prepare for the meeting by reading the agenda, papers and emails before the meeting.
- Talk to the chair before the meeting if you need to clarify anything.
- Arrive on time. Stay to the end.
- Participate fully in the meeting:
  - Listen to what others have to say and keep an open mind.
  - Contribute positively to the discussions.
  - Try to be concise and avoid soliloquies/speeches.
- Help others concentrate on the meeting. Discourage side conversations.
- Always have the best interests of the club in mind.
- Draw attention to any potential conflicts of interest that may arise in the meeting.
- Fulfil any responsibilities assigned to you at the meeting and be prepared to report back on your progress at the next meeting.

Additionally, all committee members should:

- Have a commitment to the organisation and its aims.
- Have a willingness to devote the necessary time and effort.
- Possess good judgement and independence of mind.
- Show a willingness to work collectively as part of a group.
- Seek constructive debate and dialogue over confrontation.

## **The Cricket Committee Members Specific Roles & Responsibilities**

### **Cricket Chairperson**

- Elected at the AGM.
- Chairs the cricket committee.
- Prepares the overall cricket strategy for the club in conjunction with the men's cricket, women & girl's cricket and junior cricket secretaries.
- Responsible for ensuring that the three parts of the cricket section (men's, women & girls, juniors) work together.
- Ensures all development plans are in place and agreed by the cricket committee, and then delivered.
- Oversees the training and match schedules for all three playing sections to ensure that there are adequate ground and coaching resources.
- Responsible for ensuring that the relevant codes of conduct are followed by all playing members, coaches & parents of junior members. Deals with any escalation of non-welfare related cricket issues or complaints.
- Ensures that all coaches have up to date DBS, First Aid & Safeguarding, and signed coaching agreements in place

### **Men's Cricket Secretary**

- Elected at the AGM.
- Responsible for the structure and organisation of men's cricket at the club, including the teams and competitions entered.
- Manages relationship with the MCCL and any other adult league bodies the club may be affiliated to.
- Attends MCCL AGM's as the representative of the club.
- Ensures that the club fields four adult playing XI's every week.
- Chairs adult selection meetings with the captains.
- Appoints the adult playing captains and has regular dialogue with captains, senior players and coach(es) to design and implement improvements where required for training and match preparation.
- First point of contact for non-welfare related cricket issues or complaints.
- Ensures that captains carry out their matchday tasks.
- Ensures all players are registered correctly.
- Arrange overseas player(s).
- Arranges umpires, scorers & refreshments for all men's matches.
- Uploads all results and reports according to league reporting requirements.

### **Women & Girls Cricket Secretary**

- Elected at the AGM.
- Responsible for the structure and organisation of women & girl's cricket, including the number of teams entered by age group and division.
- Manages relationship with the MCB or MJA for women & girl's cricket and attends all relevant meetings as the representative of HCC.
- Creates the development plans for women & girl's cricket.
- Prepares coaching schedule and acts as the de-facto leader of the women & girls coaching team.

- Ensures there are the appropriate coaches and team managers.
- Ensures that all fixtures are confirmed, communicated & fulfilled.
- Manages relationship & communication with parents for girl's cricket. First point of contact for non-welfare related cricket issues or complaints.
- Organises summer and winter training for women & girls.
- Approves nominations for representative cricket.

### Junior Cricket Secretary

- Elected at the AGM.
- Responsible for the structure and organisation of junior cricket at the club, including the number of teams entered by age group and division.
- Manages relationship with the MCA (Middlesex Colts Association) and attends all MCA meetings as the representative of HCC.
- Creates the development plans for boy's cricket.
- Prepares coaching schedule and acts as the de-facto leader of the boys coaching team.
- Ensures there are the appropriate coaches and team managers.
- Ensures that all fixtures are confirmed, communicated and fulfilled.
- Manages relationship & communication with parents for junior cricket (includes juniors playing men's cricket). First point of contact for non-welfare related cricket issues or complaints.
- Organises summer and winter training for boys.
- Ensure that the player pathway is being followed for juniors entering men's cricket, by working closely with the men's cricket secretary.
- Approves nominations for representative cricket.

### Membership Secretary

- Elected at the AGM.
- Create and maintain all online membership forms (summer & winter, for all playing members)
- Maintain and keep up to date the members database.
- Ensure that the club complies with GDPR at all times.
- Work with treasurer to ensure all membership fees are paid in a timely manner.
- Create & maintain attendance registers (summer & winter).
- Answer emails from members.
- Maintain new enquiries database and reply to all new enquiries.
- Enter and maintain player details in play-cricket database for those playing in teams (for the scoring app).
- Book winter hall hire facilities. Regular communication with venues.

## 4. The Bar & Social Committee

### Purpose

To promote, organise and run the bar & social events at the club.

In particular to;

- bring all members together to develop and enhance relationships.
- provide after cricket opportunities for members to improve the atmosphere and ensure that the clubhouse is kept busy even when there is no cricket being played.
- organise one off events such as fireworks night, finals days, BBQ's, Christmas Party, Quiz nights etc.
- recruit a team of helpers for club events
- ensure the bar is staffed and run properly.
- help make the club a warm and welcoming place for all visitors.
- the treasurer is kept informed of any and all likely expenditure and that this is approved in advance of any spending commitments being made.

### Who the chair is

Chaired by a designated member of the executive committee, the Bar & Social Chairperson.

### Who the members are

- Bar & Social Chairperson
- A playing member or parent of junior playing member
- A social member

### How often it will meet

No less than four times a year. These should, where possible, reflect the executive committee meeting schedule so that the bar & social chair can report in a timely manner to the executive committee of any updates, changes or requests arising from the bar & social meetings.

### How it will report

There will be a verbal report to each quarterly executive committee meeting by the chair of the bar & social committee, or in his/her absence, another member of the bar & social committee. Any proposals for actions must have been agreed by the bar & social committee, costed (where finance is required) and presented in writing.

### How long it will be in existence

This is a standing committee. Elected at the AGM.

## **The Bar & Social Committee Member's General Responsibilities**

All committee members should:

- Strive to attend all meetings, sending apologies to the chair for necessary absences.
- Prepare for the meeting by reading the agenda, papers and emails before the meeting.
- Talk to the chair before the meeting if you need to clarify anything.
- Arrive on time. Stay to the end.
- Participate fully in the meeting:
  - Listen to what others have to say and keep an open mind.
  - Contribute positively to the discussions.
  - Try to be concise and avoid soliloquies/speeches.
- Help others concentrate on the meeting. Discourage side conversations.
- Always have the best interests of the club in mind.
- Draw attention to any potential conflicts of interest that may arise in the meeting.
- Fulfil any responsibilities assigned to you at the meeting and be prepared to report back on your progress at the next meeting.

Additionally, all committee members should:

- Have a commitment to the organisation and its aims.
- Have a willingness to devote the necessary time and effort.
- Possess good judgement and independence of mind.
- Show a willingness to work collectively as part of a group.
- Seek constructive debate and dialogue over confrontation.

## **The Bar & Social Committee Members Specific Roles & Responsibilities**

### **The Bar & Social Chairperson**

- Elected at the AGM.
- Chairs the bar & social sub-committee.
- Main point of contact for social members and social events.
- Responsible for overseeing all function hire and internal club social events.
- Manages relationship with the brewery & bar suppliers.
- Ensures that the bar is staffed and run properly.
- Works closely with the treasurer on pricing and profitability.

### **A Playing Member or Parent of Junior Member**

- Elected at the AGM
- A playing member or parent of a junior playing member
- Support the bar & social chair in organising and running social events
- Receive feedback from playing members on matters relating to the bar and social events at the club
- Get more playing members involved in club events. Arranges volunteers to help with one off annual events such as fireworks night & cricket force day

### **A Social Member**

- Elected at the AGM
- A social member
- Support the bar & social chair in organising and running social events
- Receive feedback from social members on matters relating to the bar and social events at the club
- Get more social members involved in club events. Arranges volunteers to help with one off annual events such as fireworks night & cricket force day
- Maintain relations with local resident's associations and non-cricket related organisations using the facilities.

## 5. The Ground & Premises Committee

### Purpose

To ensure that playing and social facilities at the club are maintained and improved where necessary.

In particular to ensure that;

- the ground (pitches and outfields) are maintained to the highest possible standard and always ready to fulfil our fixture commitments.
- that there is a groundsman to carry out all pitch and outfield maintenance.
- both in season and out of season maintenance is carried out in a timely manner.
- all equipment is serviced and/or repaired as necessary.
- squares are watered and pitches covered when required.
- any required capital projects are prepared.
- improvements or repairs to the clubhouse are carried out on a regular basis.
- the treasurer is kept informed of any and all likely expenditure and that this is approved in advance of any spending commitments being made.

### Who the chair is

Chaired by a designated member of the executive committee, the Club Secretary.

### Who the members are

- Club Secretary
- A playing member or parent of junior playing member
- A social member

### How often it will meet

No less than four times a year. These should, where possible, reflect the executive committee meeting schedule so that the ground & premises chair can report in a timely manner to the executive committee of any updates, changes or requests arising from ground & premises committee meetings.

### How it will report

There will be a verbal report to each quarterly executive committee meeting by the chair of the grounds & premises committee, or in his/her absence, another member of the ground & premises committee. Any proposals for actions must have been agreed by the ground & premises committee, costed (where finance is required) and presented in writing.

### How long it will be in existence

This is a standing committee. Elected at the AGM.

## **The Ground & Premises Committee Member's General Responsibilities**

All committee members should:

- Strive to attend all meetings, sending apologies to the chair for necessary absences.
- Prepare for the meeting by reading the agenda, papers and emails before the meeting.
- Talk to the chair before the meeting if you need to clarify anything.
- Arrive on time. Stay to the end.
- Participate fully in the meeting;
  - Listen to what others have to say and keep an open mind.
  - Contribute positively to the discussions.
  - Try to be concise and avoid soliloquies/speeches.
- Help others concentrate on the meeting. Discourage side conversations.
- Always have the best interests of the club in mind.
- Draw attention to any potential conflicts of interest that may arise in the meeting.
- Fulfil any responsibilities assigned to you at the meeting and be prepared to report back on your progress at the next meeting.

Additionally, all committee members should:

- Have a commitment to the organisation and its aims.
- Have a willingness to devote the necessary time and effort.
- Possess good judgement and independence of mind.
- Show a willingness to work collectively as part of a group.
- Seek constructive debate and dialogue over confrontation.

## **The Ground & Premise Committee Members Specific Roles & Responsibilities**

The Club Secretary (as Chairperson of committee)

- Elected at the AGM.
- Chairs the ground & premises committee.
- Manages relationship with groundsman on a day to day basis
- Regularly updates and communicates the fixture schedule to groundsman (150+ fixtures)
- Arranges for equipment to be serviced/repaired & the end of season renovation and out of season maintenance / treatments.

A Playing Member or Parent of Junior Playing Member

- Elected at the AGM
- A playing member or parent of a junior playing member
- Helps to ensure that routine tasks such as the watering of squares, covering pitches are carried out.

A Social Member

- Elected at the AGM
- A social member
- Helps to oversee improvements to the clubhouse as and when required.