**ROLES AND RESPONSIBILITIES OF CLUB OFFICERS**

**PRESIDENT**

The President

* Represents the club in an official capacity as and when required.
* Chairs committee meetings and the AGM.
* Acts as one of the assigned signatories of the Club.

**TREASURER**

The Treasurer:

* Acts as one of the assigned signatories of the Club.
* Manages bank accounts and keeps track of the financial situation of the club
* Ensures proper book-keeping is performed to track income and expenditure
* Presents summary accounts and financial statements to the club at each committee meeting
* Prepares end-of year accounts and presents them at the AGM

**SECRETARY**

The Secretary manages the administration of the club:

* Acts as one of the assigned signatories of the Club.
* Sends and receives official correspondence.
* Responsible for Official administration declarations (declaration to the *Prefecture* in case of change of officers for example).
* Keeps Register of members.

The Secretary ensures meetings are effectively organised:

* Call of meetings (after liaising with other committee members).
* Issuing agenda (after asking for agenda items).
* Minutes of meeting.
* Follow up of actions.

**FIXTURE SECRETARY (may be combined with Secretary)**

The Fixture secretary organises the sporting calendar:

* Responds to requests from potential opposition to plan matches for visiting sides.
* Sets up a calendar of local fixtures for weekends not filled by visiting sides.
* Publishes said calendar on the website and the facebook page
* Liaises with visiting sides (questions about accommodation, transport etc).
* Assigns (cajoles?) a member to be match manager for each match in the calendar.
* Puts visiting sides into contact with the designated Match Manager.

**MATCH MANAGER**

A Match manager is designated on a per-match basis to ensure that the match goes smoothly:

* Acts as point of contact for the visiting side in the days before the match.
* Sets the start time (with visiting side) and discusses match format.
* Ensures an RCC eleven is committed to play (via personal contacts and FB group), and arrive at the ground at the assigned meeting time.
* Ensures catering is arranged, or self-catering agreed.
* Ensures enough drinks, ice, water, cups etc are organised.
* Liaises with Secretary or Ground manager to have the match ball and shed key on the day.
* Captains the side, or finds a captain.

**GROUND MANAGER**

The Ground manager ensures that on each cricket weekend of the season, the ground is in suitable state for play by:

* Ensuring grass has been cut (as required).
* Assessing state of club ground equipment (mower etc) and proposing action as required.
* Assessing works that may be required on the ground and suggests to the committee how to proceed – e.g. organising working party to perform the works.
* Liaising with club neighbours (houses and Intermarché) to promote good relations.