

NOMINATIONS FOR COMMITTEE

POSITION	NOMINEE'S NAME & (where applicable) TEAM	NOMINEE'S SIGNATURE	PROPOSER'S NAME & TEAM	SECONDER'S NAME & TEAM (must be different team)
CHAIRMAN				
TREASURER				
LEAGUE SECRETARY				
FIXTURE SECRETARY				
CUP SECRETARY				
RESULTS COORDINATOR				
COMMITTEE MEMBER				
COMMITTEE MEMBER				

- 1) Nominations are required for all positions – see pages 2-4 for detailed job descriptions.
- 2) If you want a current member to continue please ask them and get their signature in agreement.
- 3) If you want someone new to stand you need to ask them and get their signature in agreement.
- 4) In the event that more than one nomination is received a vote will be taken at the AGM to elect someone to the position.
- 5) All nomination forms need to be returned to the League Secretary (Mary Keeling, 11 School Lane, Middle Littleton, WR11 8LJ) by no later than 14 days before the AGM.

DUTIES OF COMMITTEE MEMBERS

Generic description of Chairman, Secretary and Treasurer roles have been extracted from <http://www.governancepages.org.uk/> to give you an idea of what is expected of you if you should decide to consider election to these posts. Note: that the League Secretary has additional specific roles.

CHAIR

Overall

- Leading the committee and the organisation to enable it to fulfil its purpose.
- Acting as a spokesperson and figurehead as appropriate.

Specifically

- Chair committee meetings ensuring:
 - A balance is struck between time-keeping and space for discussions.
 - Business is dealt with and decisions made.
 - Decisions, actions and deliberations are adequately minuted.
 - The implementation of decisions is clearly assigned and monitored.
- Ensure, where possible, that a successor is found before the term of office finishes.

Qualities

- A willingness to lead the organisation
- Possesses tact, diplomacy and powers of persuasion.
- Possesses relevant knowledge
- Has the relevant skills to run a meeting well.

SECRETARY

Overall

- To ensure that committee meetings are properly administered.
- To ensure other meetings, such as the AGM, and events are properly administered.
- Keep membership records up-to-date (unless there is a membership secretary as well).
- Monitor committee member action points.

Specifically

- Plan and prepare the committee meetings and the AGM with others as appropriate.
 - Planning meeting dates, booking rooms, sending out notifications, minutes and other papers.
 - Drawing up agendas together with the Chair.
- Minute committee meetings or ensure that another minute taker is available. In the case of closed meetings (with no others present) the secretary will take the minutes.
- Accurately record decisions and actions in the minutes and report to the next committee meeting on the progress of actions and the result of decisions.
- Maintain accurate and up-to-date membership records, issuing renewal notices and recording subscription/membership fees together with the treasurer.
- Deal with correspondence, writing letters/emails as agreed at committee meetings, summarising correspondence/emails received at the next committee meetings and drafting replies as appropriate.

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- For the Evesham & District Skittles League:
 - Be part of all committee activities, e.g. organising presentation night, handing out literature, cup matches, etc.
 - Prepare all forms, nomination papers, etc. for the AGM
 - Get estimates and order all trophies following discussion at committee meetings.

Qualities

- To be organised and methodical
- Able to take good minutes.
- Able to keep accurate records.
- Has the relevant skills to organise a meeting well.

TREASURER

Overall

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns, accounts and audits.

Specifically

- Liaise with relevant staff, committee members and/or volunteers to ensure the financial viability of the organisation.
- Make fellow committee members aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position at committee meetings (balance sheet, cash flow, fundraising performance etc.).
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
- Ensure proper records are kept and that effective financial procedures and controls are in place, i.e.:
 - Cheque signatories
 - Purchasing limits
 - Others as appropriate
- Appraising the financial viability of plans, proposals and feasibility studies.
- Lead on appointing and liaising with auditors/an independent examiner.

If the Treasurer is expected to undertake all finance duties consider adding;

- Undertake bookkeeping duties and/or oversee the finance volunteer ensuring posting and bookkeeping is kept up-to-date.
- Maintain the petty cash system and regularly process petty cash claims.
- Regularly carry out reconciliations/ oversee regular reconciliations by the finance volunteer.
- Arrange payments to creditors as appropriate and arrange appropriate signatures on payments.
- Make the necessary arrangements to collect payments from debtors and bank payments promptly.

Qualities

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- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.
- Knowledge of bookkeeping and financial management (as necessary).
- Good financial analysis skills.
- Ability to communicate clearly

In addition the Evesham & District Skittles League also requires that the following positions be filled:

FIXTURE SECRETARY:

- Responsible for setting the League match fixtures;
- Work with the Cup Secretary to determine the layout of the season;
- Responsible for updating the League website with fixtures prior to the start of the season;
- Production of all pre-season literature. This will include all result cards, fixture lists to team members, contact details of each team/venue;
- It will be the responsibility of the Fixture Secretary to deliver all necessary items to venues used by the League;
- Queries on League fixtures will be addressed to this individual.

LEAGUE RESULTS COORDINATOR:

- Responsible for collating all League match results;
- Responsible for updating the League website with results on a timely basis;
- Confirming highest individual league scores for trophy awarding at end of season;
- Confirming highest averages for trophy awarding at end of season;
- Responsible for the accurate record keeping of all signed on players;
- Be the point of contact for the signing-on of new players;
- Communicating with teams about their results.

CUP SECRETARY:

- Responsible for setting the Cup Match fixtures;
- Work with the Fixture Secretary to determine the layout of the season;
- Responsible for booking venues for cup fixtures;
- Responsible for collecting and collating results;
- Responsible for updating the League website with results and fixtures on a timely basis;
- Confirming highest individual cup scores for trophy awarding at end of season;
- Communicating with teams about their results and forthcoming matches;
- Queries on Cup fixtures will be addressed to this individual.

ALL COMMITTEE MEMBERS:

- All members of the committee are expected to know the rules of the League.
- All members of the outgoing committee are expected to attend and participate in Presentation night activities.