

Evesham & District Skittles League
www.eveshamskittlesleague.co.uk

NOMINATIONS FOR COMMITTEE FOR SEASON 2020-2021

POSITION	PRESENT MEMBER	NOMINEE'S NAME & TEAM	NOMINEE'S SIGNATURE	PROPOSER'S NAME & TEAM	SECONDER'S NAME & TEAM (must be different team)
CHAIRMAN	Martin Grinnell (Undertakers)				
VICE CHAIRMAN	VACANT				
TREASURER	Rachel Roberts (Oddballs)				
LEAGUE SECRETARY	Mary Keeling (Sedgeberrow)				
FIXTURE SECRETARY	Mary Keeling (Sedgeberrow)				
CUP SECRETARY	Glenn & Aaron Robinson (Kingfishers)				
RESULTS COORDINATOR	John Sparrow (Beavers)				
COMMITTEE MEMBER	Rachel Roberts (Oddballs)				
COMMITTEE MEMBER	Allan Rushton (Trackers)				
COMMITTEE MEMBER	Richard Churchill (Beavers)				

- 1) Nominations are required for all positions, no one likes to be taken for granted and perhaps you know someone who could do a better job – 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. The **AGM will be held on Wednesday 24 June**, so this form needs to be returned **by no later than Wednesday 10 June**.

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 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;
- Responsible for collection of result cards from Ecgwins porch box regularly during the season;
- 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;
- Responsible for collection of result cards from Ecgwins porch box regularly during the 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.