

NOMINATIONS FOR COMMITTEE

POSITION	CURRENT MEMBER	WILLING TO CONTINUE	NEW NOMINEE Print name to show that nominee agrees to nomination
CHAIRMAN	Richard Churchill (Beavers)	Y/N	
TREASURER	Rachel Roberts	Y/N	
LEAGUE SECRETARY	Mary Keeling	Y/N	
FIXTURE SECRETARY	Mary Keeling	Y/N	
CUP SECRETARY	Glenn Robinson (Kingfishers)	Y/N	
RESULTS COORDINATOR	John Sparrow (Beavers)	Y/N	
COMMITTEE MEMBER	Adam Westmacott (Badsey Lads)	Y/N	
COMMITTEE MEMBER			FREDDIE BLOGGS (SIDE SEEKERS)

Notes:

- 1) Nominations are required for all positions – see pages 2-4 for detailed job descriptions so that your nominee knows what is expected of them.
- 2) **Make sure your nominee knows that they have been nominated.** This is important because in the past a nominee has refused to be considered at the AGM as they weren't asked if they were prepared to take on the role prior to the meeting.
- 3) In the event that more than one nomination is received a vote will be taken at the AGM to elect someone to the position. **Only 1 vote per team is allowed to elect committee members (Rule 4 applies).**
- 4) All nomination forms need to be returned to the League Secretary, skittlessecretary@gmail.com 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 timekeeping 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.
- For the Evesham & District Skittles League:

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- 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

- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.
- Knowledge of bookkeeping and financial management (as necessary).

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- 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.