

# Wallington Cricket Club

## Season 2026/27

### Overview of Committee Positions



#### EXECUTIVE COMMITTEE – MEMBERS OF THE GENERAL COMMITTEE

##### PRESIDENT

- The President shall preside at all general meetings and see that the business is conducted in an orderly and proper manner.
- The President may call Executive meetings at their discretion and in all cases of emergency and generally ensure the wellbeing and objects of the Club.
- Provide the principle leadership and responsibility for the WCC and Committee
- The President shall represent the Club on all ceremonial occasions or nominate a representative.

##### VICE PRESIDENT

- The Vice President shall assist the President at all meetings of the Club and in the absence of the President shall occupy the Chair and conduct the business of the meeting and have the same rights as the President when in the Chair.
- Shadow the President in providing leadership and responsibility for the organisation and the Committee and to step into the President's roles where needed.
- Coordinate club planning to ensure appropriate plans are developed, presented to, and reviewed by the Committee and enacted as required.

##### SECRETARY

- The Secretary shall convene all meetings, including the AGM.
- The Secretary shall attend all meetings and cause minutes to be taken thereof, receive or dispatch all correspondence and answer such questions as may be asked.
- The Secretary shall cause to be kept, minutes and a copy of all correspondence dispatched and shall carry out all duties pertaining to the office.

##### TREASURER

- The Treasurer shall receive all monies paid to the Club and deposit them in a bank account or any other financial institution that the Executive Committee may nominate.
- The Treasurer shall issue all receipts for all monies received and pay all accounts passed for payment by the Committee.
- The Treasurer shall produce a statement of receipts and payments at such time as they are requested to do so by the Committee.
- The Treasurer shall provide for the information of the Committee a statement of the financial position of the Club at each meeting.
- Transactions by the Treasurer must be signed jointly by any two (2) of the following: President, Vice President, Treasurer.

#### GENERAL COMMITTEE MEMBERS

General Committee Members and Executive Committee Members can undertake various roles, not limited to 1 role, that may include, but not limited to, the below:

**Sponsorship Coordinator** – be the primary point of contact for sponsorship queries and maintain accurate records

**Events Coordinator** – set the social calendar and oversee events organisation

**Communications Coordinator** – oversee social media, website and other communications, such as newsletters

**Bar Manager** – responsible for operation and staffing of the bar and stock management

**Kitchen Manager** – responsible for kitchen operations as well as provision of food, and stock management, for weekly dinners and other events.

**PlayHQ Administrator** – assist in administration and coordination of PlayHQ for the club and action any registrations

**Inclusion and Wellbeing Coordinator** – oversee wellbeing of members and their support requirements

**Facilities Manager** – oversee the use and cleanliness of the clubrooms and bookings of grounds. Liaise with Council and other organisations as required

**Child Safety Officer** – implements child-safe practices, acting as the primary point of contact for safety concerns, and ensuring compliance with Australian Cricket's policy. They ensure coaches/volunteers/officials have valid Working with Children Checks (WWCC) recorded in PlayHQ and promote a culture where child welfare is prioritized

**Merchandise Coordinator** – oversee sales, track stock and order uniform and merchandise as required

**Club Statistician** – maintain club records and report on player and club milestones

**Grant's Coordinator** – write and submit grant applications for relevant opportunities

**Men's Coordinator** – lists teams on PlayHQ in a timely way, ensures match results are correct and finalised, ensures game day technology (such as tablets for scoring) are charged and distributed. Attend association meetings and report back to the Committee as required.

**Women's Coordinator** - lists teams on PlayHQ in a timely way, ensures match results are correct and finalised, ensures game day technology (such as tablets for scoring) are charged and distributed. Attend association meetings and report back to the Committee as required.

**Junior Coordinator** – liaises with team managers and coaches to ensure teams are on PlayHQ in a timely way, match results are correct and finalised, game day technology (such as tablets for scoring) are charged and distributed. Be a member of the Junior sub-Committee\* and attend Junior sub-Committee meetings. Attend association meetings and report back to the Committee, junior team managers and coaches as required.

\*Junior sub-Committee to be established by the General Committee for season 2026/27.