

SOUTHERN PREMIER CRICKET LEAGUE Volunteer Role Description

ROLE NAME	General Secretary
ROLE TYPE	Senior League Officer – Elected by Membership
TERM	12 months elected annually (no term limits)
TIME COMMITMENT	Off Season – approx. 3 hours a month In season – approx. 2-3 hours a week
MEETINGS	Up to ten 3-hour committee meetings per year plus the AGM

Main Purpose

The role of General Secretary is one of the 4 principal officer roles within the league alongside the Chairman, Vice Chairman and Treasurer. The General Secretary is the lead administrator for one of the most respected ECB Premier Leagues in the UK.

The General Secretary is the first point of contact for queries that are not already dealt with by the other Secretaries (Results, Registrations, T20, Accreditation). Unless otherwise agreed the General Secretary takes the administrative lead for all committee and general meetings managing the agenda, minutes and tracking follow up actions.

Indicative Activities

- Receive and respond to all general league correspondence (see above)
- Maintain a strong working knowledge of league rules and regulations
- Collect digitally new club officer details for publication on line and in handbook
- Work with the Chairman to draft and publish committee meeting agendas
- Book meeting locations and work with Treasurer to ensure payment
- Take minutes of meetings (unless delegated) and track actions agreed
- Co-ordinate preparation of AGM paperwork including creation of management report
- Take minutes of the AGM and track any follow up actions
- To draft and issue correspondence as agreed with the Chairman / committee
- Work with the Chairman to run club induction training
- Work with the Chairman to run April Captain's Meeting
- As a committee member – support disciplinary panels or emergency meetings where required, support league events (i.e. dinner, T20 finals) where possible

Required Skills & Experience

- Previous administrative experience
- Strong personal organisational and time management skills
- Strong IT skills (predominantly MS Office packages)
- Excellent written and verbal communications skills
- Personal resilience and the ability to respond to emotive conversations

All members of the Management Committee are expected to be advocates of the league in all communications and conversations, acting as a role model at all times.