

10.3 Position description – Honorary Secretary

Summary of the Main Purpose of the Position

Organizations are required by law and by custom to maintain certain records for several purposes, including:

- Accurate recollection of decisions;
- Determination of eligibility to vote;
- Continuity of policies and practices; and
- Accountability of directors and officers.

The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted. In order to fulfil these responsibilities, and subject to the Association's bylaws, the Secretary records minutes of meetings, ensures their accuracy, and availability, proposes policies and practices, submits various reports to the board, maintains membership records, fulfils any other requirements of a Director and Officer, and performs other duties as the need arises and/or as defined in the Constitution.

Reporting Relationships

The Secretary is appointed by the members of the ADELAIDE CRICKET CLUB Incorporated and is accountable to the members of the ADELAIDE CRICKET CLUB Incorporated.

Qualifications

Whilst formal qualifications are not required for the Honorary Secretary, it is desirable for the Honorary Secretary have qualifications in legal, governance and/or accounting.

It is highly desirable that the Secretary has or agrees to undertake a course for directors offered by the Australian Institute of Company Directors (or an equivalent course).

The Secretary should have experience in the following core areas:

- Demonstrated strategic experience
- Legal skills
- Finance experience
- Managing risk
- Managing people and achieving change
- SACA and/or sports and recreation knowledge
- Political nous.

Main Experience

The Secretary must be able to:

- Effectively chair a meeting
- Communicate effectively
- Provide leadership
- Work constructively with the President and with other Board members

Position description – Director - Media & Communications

Summary of the Main Purpose of the Position

The Director of Marketing, Media & Communication acts on behalf of ADELAIDE CRICKET CLUB Incorporated in ensuring that, regular and factual communication regarding both on field, off field and social club activities are communicated to past and present members of the club,

The Director of Marketing, Media & Communication must maintain an appropriate personal and professional relationship with all other board members, paid employees and volunteers, based on respect, trust and mutual understanding of their roles.

Reporting Relationships

The Director of Marketing, Media & Communication is appointed by the members of the ADELAIDE CRICKET CLUB Incorporated or may be one of the two Directors appointed by the Board of the ADELAIDE CRICKET CLUB Incorporated and is accountable to the members of the ADELAIDE CRICKET CLUB Incorporated.

Qualifications

Formal qualifications are not required for the role of Director of Communication.

It is desirable that the Director of Marketing, Media & Communication has undertaken a course for directors offered by the Australian Institute of Company Directors (or an equivalent course).

The Director of Marketing, Media and Communications is required to have significant experience in Media, Social Media and Communications with additional experience in one or more of the following core areas:

- Strategic development and implementation -
- Marketing/Sponsorship
- Finance, accounting, legal and business skills -
- Media/social media experience
- Managing risk -
- Managing people and change management
- SACA and/or sports and recreation knowledge -
- Understanding of political nuances

Main responsibilities

The Director of Communication main responsibilities are:

- Prepares all consumer facing content including media releases
- Liaise with the President for approval purposes
- Oversee the formal and forward communications originating with Committee and Coaches
- Communications with all members and supporters as required through eDM
- Management of ACC members and supporter database
- Ensure the ACC Website is maintained with regular and meaningful updates.
- Act as the board member responsible for maintaining the working relationship with the web site provider and Management Committee Communications Manager.
- Provide a link from ACC to 'Tri Colours Group' for Past Members & Past Players. Provide relevant information and notice to be forwarded by 'Tri Colours'

10.12 Position description – Director - Marketing

Summary of the Main Purpose of the Position

The Director - Marketing acts on behalf of ADELAIDE CRICKET CLUB Incorporated in managing all matters regarding the marketing of the club to the general populace.

The Director - Marketing must maintain an appropriate personal and professional relationship with all other board members, paid employees and volunteers, based on respect, trust and mutual understanding of their roles.

Reporting Relationships

The Director - Marketing is appointed by the Board of the ADELAIDE CRICKET CLUB Incorporated Board and is usually an elected member of the Board and is accountable to the members of the ADELAIDE CRICKET CLUB Incorporated.

Qualifications

Whilst formal qualifications are not required for the role of Director - Marketing, extensive experience in a marketing role is desirable.

It is desirable that the Director - Marketing has undertaken a course for directors offered by the Australian Institute of Company Directors (or an equivalent course).

The Director - Marketing should have experience in one or more of the following core areas:

- Demonstrated strategic experience
- Finance, accounting and business skills
- Legal skills
- Managing risk
- Managing people and achieving change
- Extensive marketing experience
- SACA and/or sports and recreation knowledge
- Political nous.

Main responsibilities

- With the Director - Sponsorship and the Management Committee's Marketing and Sponsorship Managers develop an annual marketing plan for the club.
- Seek out all opportunities to promote the club to the wider public.
- Seek out media opportunities to promote the club.
- Pass on to the Director - Sponsorship and the Management Committee's Marketing and Sponsorship Managers any & all sponsorship opportunities.