

Roles and Responsibilities

All

Active participation in discussions at meetings
Prompt completion of actions in line with deadline
Voting at meetings

Role of Chairman

Conducting all committee meetings and the AGM
Making a casting vote if there is a tied vote

Role of Secretary

Draft agendas for each committee meeting including the AGM and issue at least a week in advance
Ensure that any reports or issues are ready in time for meeting
Write up the minutes of each meeting in a timely manner
Maintain records of all meetings and correspondence

Role of Webmaster

Add all matches to the website by date assigning them to the correct competition
Update results within seven days of receipt
Keep the home page current with news and items

Role of Treasurer

Keeping accurate record of all income and expenditure
Managing bank statements
Preparing annual returns for presentation at AGM
Preparing updates for Committee meetings

Role of Fixtures Secretary

Registering of team members
Organising season's calendar
Collecting and collating results of matches
Working with website co-ordinator to put results on the website and to sort out any discrepancies
Issue EBU points for the season and prepare end of season results, sending out to team captains.

Examiner

Scrutinise the annual returns for accuracy