# CROMER CRICKET CLUB
# NOMINATION OF OFFICE BEARERS

Clubs do not function effectively without a committee. Please take a moment to consider the below mentioned positions .

## Executive and General Committee Duties

**President**

- Overseeing day to day running, and exercise a watching brief over club
- Chairing of monthly committee meetings
- Authority, ie 1 of 2 signatories for signing cheques /processing EFT's
- Liaise with Club Sponsors
- Liaise and coordinate with Council

**Secretary**

- Record minutes of committee meetings and prepare the annual report
- Club contact for all correspondence
- Authority, ie 1 of 2 signatories for signing cheques /processing EFT's
- Coordinate and mail out correspondence through
- Draft correspondence as required by the President & Committee

**Treasurer**

- Controlling of club's finances
- Monthly report of all transactions
- Prepare a pre-season budget and end of year financial statements
- Club's Public Officer
- Authority, ie 1 of 2 signatories for signing cheques /processing EFT's

**Registrar**

- Organise registration days and processes for juniors and seniors
- Pre-season registration mailouts
- Organise CCC Team Day,
- Compile and maintain records of membership and payments.

**Senior Vice President**

- Attend and represent CCC Senior Association meetings and report back to CCC
- Assist as mediator where matters arise that require resolution between players and team captain

**Junior Vice President**

- Attend and represent CCC at Junior Association meetings and report back
- Assist as mediator where matters arise that require resolution between players, parents, coaches and /or managers.
- Organize In2Cricket

**Gear Steward**

- Purchase and upkeep of equipment
- Storing of kits

Club Captain

- As a leader for Junior & Senior Teams
- As a mentor for players requiring support
- As a positive ambassador for cricket
- Assist coaches as required

Social Conevor

- Organize coordinate fund raising activities
- Organize & coordinate Pink Stumps Day

- With the registrar & Junior VP organize and coordinate presentation days
- With the Registrar & Senior VP organize and coordinate presentation days

**General Committee**

- Give assistance at meetings and functions
- To provide input and opinion on ideas and Governance of the Club
- To assist in Club Functions, fund raising and events

**All committee members are required to attend monthly meetings at the Dee Why Bowling Club generally on the first Monday of each month or at such time and place as the Committee decides is appropriate.**

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# COMMITTEE NOMINATION FORM

I am a member of Cromer Cricket Club or a parent/guardian of a member and wish to

nominate _____ for the

position of *(see above)* _____

Nominator: _____ Signature _____

Seconded: _____ Signature _____

I *(nominee to complete)* _____ accept the above

nomination and wish to stand. Signed _____

***Election of Committee***

1. Nominations of candidates for election as members of the Committee:
   a) shall be made in writing, signed by two members of the club and accompanied by the written consent of the candidate (which may be endorsed in the form of the nomination) and shall be delivered to the Secretary prior to the commencement of the Annual General Meeting at which the election is to take place

   OR

   b) at the time nominations are called for during the course of the Annual General Meeting, provided such nomination is moved by two members of the Association and the candidate either orally, if he/she be in attendance at the meeting, or in writing if he/she be not in attendance, indicates his/her acquiescence.
2. If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
3. If insufficient nominations are received, the persons nominated shall be deemed to be elected, and any vacant positions remaining on the Committee shall be deemed to be casual vacancies.
4. If the number of nominations received exceeds the number of vacancies to be filled, a secret ballot shall be held.
5. The ballot for the election of Office-Bearers and other members of the Committee shall be conducted at the Annual General Meeting in such usual and proper manner as the Committee may direct including, if required, the appointment of a Returning Officer, being any financial member in attendance not being a candidate for the Committee.