



OFFICER CRICKET Director of Club Operations Position Description

The Officer Cricket Club, Director of Club Operations, is an executive role elected by members at the Annual General Meeting. The role is responsible for decision making, management and the long-term focus of the Officer Cricket Club (OCC) Committee.

OBJECTIVES

- To ensure that the executive committee receives accurate financial reports on membership, sponsorship, fundraising events,
- To ensure that appropriate support is provided to managers of membership, sponsorship, Australian Sports Foundation, fundraising, social events, and other income producing activities.
- To support the committee/s to ensure the efficient operation of the club.
- To ensure appropriate administrative support is provided to the president, executive committee, and non-executive committees to ensure the efficient operation of the OCC
- To assist with the management of business activities considered by the OCC committee

RESPONSIBILITIES

- Provide a coordination and support role for club positions including membership, sponsorship, fundraising and social events and other income producing activities.
- Ensure that all social events held are promoted to return the highest possible financial benefit to the club, whilst giving special consideration to charity and local fundraising events.
- Establish a subcommittee to program and organise social events for the club.
- Establish a fundraising calendar for the year.
- Oversee and assist the managers of membership, sponsorship, Australian Sports Foundation, and other fundraising roles.
- Provide support for OCC sub committees
- Be familiar with the rules of the club, and any other body that requires governance to give advice / update the president and committees as required
- Ensure the volunteers are suitably qualified and trained
- Ensure all funds are accounted for and promptly handed to the treasurer.
- Attending league and council workshops and forums where required.
- Assist other committee members in their duties as required
- Undertake tasks at the request of the president, executive or general committee
- Fulfill duties of the president when required

RELATIONSHIPS

- Reports to and liaises with the president, executive and non-executive committees.
- Liaises with the managers of membership, sponsorship, Australian Sports Foundation, fundraising, an social events and other income producing activities.
- Liaises with all relevant members and any person responsible for and or running any social event under the club umbrella or as a private function.
- Liaise with the recreation reserve committee regarding maintenance to the buildings, oval and equipment.

- Liaises with official club suppliers of goods and services, police, liquor licensing, council health department and local laws
- Liaises with other the local bodies as required or requested

ACCOUNTABILITY

- The Director of Club Operations is accountable to the president and the executive committee.
- Provide a report on any aspect or portfolio of the club's operations to the committee as and when requested.
- Seeks ratification from the appropriate executive committee or committee prior to committing the club to any financial expenditure or action

27-Jun-23

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