



Gordon District Cricket Club, Women's Division

ABN : 11 994 451 342 Web : www.gordonwomen.com.au

Patron – Lisa Sthalekar

All correspondence to: Secretary – Ms Claire Jones, PO Box 943, Hornsby NSW 2077

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EXECUTIVE AND SUB COMMITTEE POSITION DESCRIPTIONS SUMMARY

EXECUTIVE COMMITTEE

PRESIDENT

- Convenes and presides over meetings of the executive
- Prepares Annual Report, in conjunction with the Honorary Secretary
- Liaises with sub committees

DEPUTY PRESIDENT

- Assume the duties of the President where the President is temporarily unable to fulfill the duties of office

HONORARY SECRETARY

- Attend all meetings and maintain records of those meetings
- Convene all General Meetings and provide minutes of those meetings to club members
- Conduct general correspondence on behalf of the Club
- Hand over all records to archivist at end of the season
- Maintain the Club player database

HONORARY TREASURER

- Maintain records of receipts and expenditures
 - Make all payments as approved by the Executive
 - Deposit all monies belonging to the Club in a Club account at the first convenient opportunity after receipt
 - Provide a statement of receipts and expenditures and a bank reconciliation for the Annual Report
 - Hand over all records to archivist at end of the season
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SUB COMMITTEES

SOCIAL COMMITTEE

- Organising and running social and fund raising events
- Hand over funds to Honorary Treasurer

SELECTION COMMITTEE

- Responsible for the selection of teams prior to match commencement
- Convenor is responsible for replacing vacancies.

SPONSORSHIP COMMITTEE

- Formulate and implement club sponsorship plan
- Negotiate sponsorship agreements and manage the relationship with sponsors

GROUNDS CONVENOR

- Liaise and negotiate with local councils and GDCC to secure availability of best quality playing grounds for all teams. (the majority of work for this role covers the period from June to September)
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President

Jessica Henry
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Deputy President

Hannah Trollip
0431 379 508
trolli_93@hotmail.com

Secretary

Claire Jones
0414 318 587
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Treasurer

Bryce Thompson
0417 663 508
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