

Windsor Cricket Club

Committee Position - Job Description Form

Job title: Fixtures Secretary

Reports to: Windsor Cricket Club Committee

General Description:

To facilitate and organise the provision of matches for the cricket club

Essential Job Functions:

- To arrange cricketing fixtures to be played by both senior and junior teams during the season
- To work with the leagues with which the cricket club is entered and collate the information for the fixtures
- To liaise with RBWM council and Waterers Landscape with regards the booking and maintenance of the cricket squares
- Attend monthly committee meetings, presenting a report when required
- Attend Annual General Meetings and report on the previous season if so required
- To help maintain the information on the fixtures in the fixture card, on the website and on any notice board.
- To help fill any last minute fixtures that are required
- To ensure open communication with the other match-day roles of the status of any additions, changes or cancellations of fixtures (whether private or WCC) so as to provide appropriate time for preparation (i.e. Catering Manager, Bar Manager, Captains)
- To ensure the club's integrity and legality is upheld at all times whilst completing the role

Additional Job Functions:

- To be available (if required) to work on any sub committees that are created
- Attend any League meetings where fixtures secretary are required.