

# Windsor Cricket Club

## Committee Position - Job Description Form

**Job title: Pavilions Secretary**

**Reports to: Windsor Cricket Club Committee**

### **General Description:**

To manage the maintenance and development of the clubs occupied property and ground equipment..

### **Essential Job Functions:**

1. Manage the maintenance and development of the club's occupied property and ground equipment using the resources of the club's members on a voluntarily basis and/or professional private contractors.
2. Where possible attend monthly committee meetings and report on matters concerning:
  - The condition and maintenance of the club's occupied property.
  - Matters relating to the development of the club's occupied property.
  - The condition and maintenance of the club's ground equipment.
3. To liaise with other members of the clubs committee (particularly the treasurer), so as to efficiently manage the costs of:
  - Maintenance of the club's property.
  - Development of the club's property.
  - Maintenance of the club's ground equipment.
4. Attend the club's Annual General Meeting and report on:
  - The condition and maintenance of the club's occupied property.
  - Matters relating to the development of the club's occupied property.
  - The condition and maintenance of the club's ground equipment.
5. To organise regular working parties to maintain the club's occupied property and ground equipment.
6. To act as chairman and manage any sub-committees created for work on the maintenance and development of the club's occupied property and ground equipment.
7. Use reasonable endeavours to ensure that the club's occupied property comply with statutory and regulatory requirements.

### **Additional Job Functions:**

- To be available to work on any sub committees that are created