



EXECUTIVE OFFICER – Role Description

(March 2013)

The HK&HDCA Executive Officer is the only paid employee of our Association and is responsible for a wide range of duties in support of the President, Executive Committee members and the affiliated clubs.

There are certain important duties which are essential to be undertaken on a regular basis, however there are other tasks which can be included or removed from the successful applicant's role in order to maximise the strengths of the occupant.

Enquiries can be directed to Nathan Tilbury (President) 0408 644 289 or Geoff Hasler (V-P) 0412 871 816.

Proposed hours during the cricket season (can be flexible depending on requirements and availability):

- Monday, 10am to 2pm
- Wednesday, 10am to 4pm
- Friday, 10am to 4pm

Hours and days during the off-season will be negotiated by agreement.

Roles & responsibilities for the Executive Officer are listed below.

These are prioritized by the Executive Officer or as instructed by the Executive (sub-committee only).

ADMINISTRATION (Communication is key!)

Maintain central database of grounds bookings (pre-season & during the season)

- Mainly the 3 local Councils (Hornsby, Ku-ring-gai and Baulkham Hills)
- Many local schools
- KDSA (Mills Park)

HK&HDCA meetings:

1. Council meetings
 - Preparation of agenda
 - Collation of correspondence
 - Distribution of agenda & minutes (previous meeting)
2. Disputes & Disciplinary meetings
 - Distribution / Circulation of information to affected clubs & D & D Committee / Chairman
 - Confirmation of Chairman & Panel
3. Special General Meetings
 - Preparation of agenda
 - Collation & circulation of correspondence
 - Distribution of agenda & minutes (post meeting)

4. Annual President's Forum (post season)
 - Preparation of agenda
 - Collation & circulation of correspondence
 - Distribution of agenda & minutes (post meeting)
5. AGM (*generally late July*)
 - Preparation of agenda
 - Collation & circulation of correspondence
 - Distribution of invitations (clubs, Life Members, Patrons, Sponsors, Special Guests, etc.)
 - Distribution of agenda
6. Wet weather information
 - Posted on website
7. Record keeping
 - Filing of documents
 - Filing of statistics
 - Liaise with official HK&HDCA record keeper, Alf James OAM
8. Risk Management
 - JLT Insurance
 - Working with Children forms (completion, collection & recording)
9. MyCricket Administration
 - Junior & Senior Competition Draws on website
 - Locking and unlocking results of matches as required
 - Trouble-shooting and resolving problems that arise
10. Premiership Caps – ordering (sizes & design confirmation / artwork), collection & storage before Presentation.
 - Senior Premiers
 - Junior Premiers
 - Rep. team Premiers
11. Club / Rep team Kookaburra ball orders
 - Distributing order form with correct information
 - Receiving each order
 - Collating order for Triforce
 - Collecting entire ball order & checking
 - Distributing balls to clubs
 - Collection of receipts for non-Triforce Kookaburra orders

PUBLICITY

1. HK&HDCA website maintenance
 - Uploading new & updated information (meeting minutes, photos, updated rules, scores, contact details, content on Homepage, wet weather information, contacts etc.)
2. *"On the Ball"* HK&HDCA monthly online newsletter
 - Collation & updating distribution list
 - Setting & communicating deadlines
 - Collation of information from contributors
 - Formatting newsletter
 - Sending out for checking / editing
 - Processing changes
 - Distributing final newsletter

3. Annual Report
 - Working with sub-committee to ensure deadlines are met
 - Compiling, collating & checking information required in Annual Report
 - Obtaining quotes for printing of Annual Report
 - Ordering, collection & distribution of Annual Report books
4. Junior / Rep. Presentation booklet
 - Working with sub-committee to ensure deadlines are met
 - Ordering & collection of booklets
5. Weekly scores (collate & distribute to local media, LM, clubs, sponsors etc.)
 - Senior scores (day 1 or day 2 – total result)
 - Junior scores (day 1 or day 2 – total result)
 - Rep. scores (including rep carnivals)
6. Triforce Photo of the Month competition
7. Promotional flyers for events (hard copy & or electronic copy)
8. Media Liaison
 - Hornsby Advocate
 - Hills News
 - North Shore Times
 - Berowra Bush Tele

FUNDRAISING

1. Work with existing sponsors & HK&HDCA sponsor contact to maximize the relationship for mutual benefit:
 - Triforce Sports
 - Kooindah Waters Golf Resort
 - Kookaburra Sport
 - Hornsby RSL (*includes HK&HDCA events*)
2. Identify potential fundraising / sponsorships for HK&HDCA clubs & the Association (including Umpires' Association, Coaches' Association, Reps etc.).
3. Grant opportunities for HK&HDCA, Clubs & Local Councils
4. HK&HDCA – Coordinate raffles, fundraisers etc.
5. Co-ordinator for grants (club contact)

BUILD & MAXIMIZE RELATIONSHIPS

Cricket NSW (all departments)

NSWDCA

HK&HDCA Affiliated Clubs

HK&HDCA Sponsors

Northern District Grade Club

Local Shires Clubs

- Epping District CC
- Pennant Hills District CC

Other local Associations

- North Shore Junior CA
- Northern Suburbs CA
- Northern Districts CA

Local Councils

- Ku-ring-gai Municipal Council
- Hornsby Shire Council
- Baulkham Hills Shire Council

HK&HDCA Life Members

HK&HDCA Executive & Sub Committees

- Senior Competitions Committee
- Junior Competition Committee
- HK&HDCA Rep. Committee
- Coaches' Association
- Umpires' Association