



ICC Sharks Cricket Club Inc

DUTIES OF THE ICC SHARKS COMMITTEE MEMBERS

President

Chair all meetings of the club.
Oversee the day to day running of the club.
Have a casting vote in the event of a tied vote.
Ensure all the rules of the club are followed by the members.
Work closely with the Secretary and Treasurer.

Vice-President

Do his duties as required by the current committee.
In the absence of the President , take over the duties of President.
Work closely with the committee and members.
Attend Association meetings if the Secretary is unable to on that night.
Do any other duties as directed by the current committee.
Be in charge of the general committee for all fund raising.

Secretary

Record the minutes of any meetings.
Keep a record of members names, addresses, and telephone no's.
Attend all Association meetings.
Record members names on the team playing grades sheet for Saturday.
Help the Treasurer in obtaining Gov Grants.
Do any other duties as directed by the current committee.

Treasurer

Keep an accurate complete set of financial records.
Provide the committee with a monthly balance at meetings.
Bank income and pay invoices as required.
Attend meetings.
Obtain Government Grants and discharge them as required by law.
Get yearly financial records audited as required by the committee.
Do any other duties as directed by the current committee.

General Committee

Assist the vice-president to run all social events eg. Sat Morning BBQ at ICA Terms 4 & 1.
Organise Dinners and Presentation nights.
Any other duties as directed by the current committee.