



## Role description

<b>Volunteer Job Title</b>	<b>Secretary of the Duchy Youth Cricket League</b>
<b>Name, address and telephone number of Club /Organisation</b>	Responsible to the Cornwall Cricket Board Cornwall Cricket Centre, Truro College, College Rd, Truro Cornwall, TR1 3XX  01872 267138
<b>Name of contact</b>	Joe Skinner Cricket Development Manager
<b>Type of Volunteering</b>	To act as Secretary to the Duchy Youth Cricket League
<b>Role of Volunteering Post</b>	<ol style="list-style-type: none"> <li>1. Ensure affiliation to the Duchy Youth Cricket League</li> <li>2. Deal with outgoing and incoming league correspondence</li> <li>3. Liaise with Chair to arrange all meetings</li> <li>4. Prepare agendas and take minutes from committee meetings</li> <li>5. Ensure that all committee members and clubs have relevant information before and after meetings.</li> <li>6. Prepare documentation relating to Roles and Responsibilities document, District Leagues, working with the District Coordinators</li> <li>7. Ensure that all members are aware of their commitments and fixtures</li> </ol>
<b>Responsible to</b>	CYCL Committee
<b>Competencies / Experience required</b>	<ul style="list-style-type: none"> <li>• Good management skills</li> <li>• Confident and effective communicator</li> <li>• Great administration skills</li> <li>• Well organised and conscientious</li> </ul>
<b>Qualifications needed</b>	None
<b>Commitment required</b>	To all meetings as and when organised plus dealing with correspondence received, administrative time.
<b>Support/Training received</b>	Training provided by the CYCL if required
<b>Is this Volunteer Opportunity open to disabled persons?</b>	Yes.