

**YPCC COMMITTEE OF MANAGEMENT  
ROLES AND RESPONSABILITIES  
2011-12**



<p><b>President</b> Paul Sinclair</p>	<ul style="list-style-type: none"> <li>• Chairs committee of management (CoM) meetings</li> <li>• Is responsible for the good management of YPCC business</li> <li>• Leads selection, appointment and management of coaching and other staff</li> <li>• Leads development of the club development plan</li> <li>• Develops &amp; maintains good relations with City of Melbourne and other key stakeholders</li> <li>• Is one of two signatories on all club bank accounts</li> </ul>
<p><b>Vice-President</b> Shaun Vance</p>	<ul style="list-style-type: none"> <li>• Acts as chair of the CoM in the Presidents absence</li> <li>• Convenes &amp; coordinates the activities player recruitment sub-committee</li> <li>• Acts as Chairman of Selectors</li> </ul>
<p><b>Secretary</b> Rohan Phelps</p>	<ul style="list-style-type: none"> <li>• Meet the specific (statutory) duties under the <i>Associations Incorporation Act 1981</i> (Vic)</li> <li>• Organises CoM meetings (for example, sending notices of meetings, drafting the agenda, writing and distributing minutes of meetings)</li> <li>• Manages applications to join the association and membership records (for example, keeping the organisation's register of members up to date)</li> <li>• Maintains club documents and records of the association (for example, keeping copies of CoM minutes, funding agreements or leases)</li> <li>• Delegates CoM representatives to attend meetings of affiliated cricket associations</li> <li>• Ensures the Annual General Meeting is held more than 2 months prior to the start of the season</li> </ul>
<p><b>Assistant Secretary</b> Andrew Greaney</p>	<ul style="list-style-type: none"> <li>• Provides administrative support for the junior program</li> <li>• Supports secretary prepare for the AGM</li> <li>• Provides general support for the Secretary as requested</li> </ul>
<p><b>Treasurer</b> Andrew Phillips</p>	<ul style="list-style-type: none"> <li>• Ensures the club remains solvent and meets the financial reporting requirements of the <i>Associations Incorporation Act 1981</i> (Vic)</li> <li>• Provides monthly profit/loss, balance and transaction statements to the CoM</li> <li>• Keeps accurate and up-to-date records of all income and expenditure</li> <li>• Prepares an annual budget to be approved by the CoM</li> <li>• Attends to general banking activities including generating invoices, the prompt payment of liabilities, and the appointment of auditors</li> <li>• Acts as the Public Officer of the Club and is the official contact person responsible for reporting about the organisation to Consumer Affairs Victoria (CAV)</li> <li>• Is one of two signatories on all club bank accounts</li> </ul>
<p><b>Assistant Treasurer</b> Patrick Bonaddio</p>	<ul style="list-style-type: none"> <li>• Organises the purchase of goods for sale in the club canteen</li> <li>• Supports the Treasurer prepare monthly financial reports and the annual budget</li> </ul>
<p><b>Fundraising Coordinator</b> Rohan Dwyer</p>	<ul style="list-style-type: none"> <li>• Convenes &amp; coordinates the fundraising subcommittee</li> <li>• Prepares an plan of activities to meet fundraising targets that is approved by CoM</li> <li>• Coordinates delivery of fundraising activities</li> </ul>
<p><b>Social Coordinator</b> Derek Dewey Chris McKay</p>	<ul style="list-style-type: none"> <li>• Convenes &amp; coordinates the social sub-committee</li> <li>• Develops a calendar of season social function and distribute to all club members two weeks prior to season commencement</li> <li>• Ensures social functions are profitable, inclusive of all club members, and maintain the good reputation of YPCC</li> </ul>
<p><b>Junior Cricket Coordinator</b> Matt Perkins</p>	<ul style="list-style-type: none"> <li>• Coordinates the preparation of a junior cricket development plan with the junior cricket sub-committee</li> <li>• Be the contact person for junior program enquiries</li> <li>• Recruit and manage volunteers to implement junior programs</li> </ul>
<p><b>Match Day Coordinator</b> Corey Anderson</p>	<ul style="list-style-type: none"> <li>• Enters and maintains in good order club scores on My Cricket web site</li> <li>• Collates and maintain records of team votes and reports</li> <li>• Manages match day player catering and ensure club rooms are in good order</li> </ul>