



## **BCOA Constitution – Appendix I**

### **Officer duties**

#### **Chairman**

- to Chair BCOA Committee Meetings and AGM and ensure each meeting is conducted in accordance with good practice
- to assist Vice-Chairman in the management of BCOA monthly meetings whenever possible, and endeavour to identify and invite possible guest speakers
- to represent the Committee and Association at County and National bodies or nominate and advise a deputy to attend in his stead
- in conjunction with the Vice-Chairman, to select annually suitable candidates for award of the Peter Harris Memorial Scholarship
- to ensure that all matters and decisions agreed by Committee are implemented in a timely fashion and adhere to the Constitution
- to act as spokesman for the Association whenever necessary and to ensure that the standards set by Committee are met on all occasions
- to ensure that all matters and decisions agreed by the Committee adhere to the constitution
- to work with the Treasurer to ensure all fiscal policies and procedures are carried out and are auditable

#### **Vice-Chairman**

- to deputise for the Chairman when necessary
- to organise and chair monthly meetings of members
- in conjunction with the Chairman, to select annually suitable candidates for award of the Peter Harris Memorial Scholarship

#### **Secretary**

- to create Agenda and keep minutes of all Committee and General meetings
- to ensure that membership are informed of AGM and EGM in timely manner
- to give support to all Committee members when required

#### **Membership Services Officer**

- to protect all BCOA information and specifically members personal data that may be recorded or stored for operational purposes
- to proactively support the recruitment and retention of ECB ACO and BCOA members particularly by:
  - the production of promotional material e.g. posters, flyers, notices
  - communicating BCOA course information with clubs and leagues
  - communicating with potential candidates pre-course
  - compiling waiting lists for courses and programmes
  - supporting all new trainees with course or programme call-up notices and ECB ACO / BCOA membership information



- to liaise regularly, and as required, with the ECB ACO Membership Services team at Edgbaston on behalf of BCOA and its ECB ACO members including DBS requirements, membership enquiries, candidate registration and certification
- to collect and monitor the annual membership subscriptions to BCOA plus all course and programme fees
- to maintain an up-to-date and accurate register of BCOA and ECB ACO memberships, and report to the committee of any changes
- to support the Appointments Officer with up-to-date and accurate information
- to represent the BCOA and its members with other County, Regional and National Membership Services for the benefit of BCOA and its members
- to report to the BCOA Committee and BCOA members any relevant information about past and future membership actions, issues and achievements
- to provide BCOA membership information to enable the BCOA Secretary to arrange the AGM or EGM for members to attend, vote, propose changes, nominate or be nominated for election as officers of BCOA

#### **Treasurer**

- to maintain the Association's accounts
- to manage the Association's bank account
- to receive all monies due to the Association from whatever source
- to pay all accounts, any payment in excess of £50 must be countersigned by the Chairman or Vice-Chairman
- to work with the Chairman to ensure all fiscal policies and procedures are carried out and are auditable
- to ensure that the Association's accounts are available for inspection by the Committee, Berkshire Cricket Ltd and ECB ACO

#### **Education Officer**

- to represent the views, opinions, processes and practices of their County to the regional team via Regional Education Officers
- to coordinate and implement ECB ACO educational programmes
- in consultation with the Regional Education Officer inform and influence the development of education programmes and 'best practice' at all levels within their County
- in consultation with the wider regional team support the implementation of education and performance by developing and implementing ACO Board policies and procedures
- to ensure the effectiveness of the ECB ACO Education programmes coordinate the identification, recruitment, training and accreditation of suitable members to become tutors at the relevant levels, within County and across the region
- to agree an Education budget within their County to support educational and supported development programmes



### **Appointments Officer**

- to make appointments as may be required of the Association primarily through the WTU (Whostheumpire) computerised system
- to maintain welfare records, in particular CRB clearance of members
- to be responsible for and line-manage the Administration Officer (duties see appendix II)

### **Performance Officer**

- to represent the views, opinions, processes and practices of their County to the regional committee via the Regional Performance Officer
- in liaison with the County Education and Scorer Officers, (CEO and CSO) implement the ECB ACO education, performance and grading programmes, policies and procedures within their County
- in liaison with the RPO and CEO coordinate the supported development 'best practice' programmes to ensure an effective Assessment and Grading process for all ECB ACO members within the County
- in liaison with the RPO agree and implement a consistent approach to assessment practice at all levels within the County
- to ensure the effectiveness of the supported development programmes, nominate to the RPO suitable members to train and accredit assessors at the relevant levels for the County and the Region
- on behalf of the County ECB ACO members, liaise with the RPO to submit all the gradings achieved or amended during the year to the Performance and Gradings Committee by 1<sup>st</sup> September each year
- 'own' the gradings process for the County and in consultation with the other County Officers including Appointments Officers arrange for all ECB ACO members to be appropriately assessed and graded within the ECB ACO guidelines
- conduct relevant assessment practices, including Level 1 assessment within the ECB ACO guidelines and submit the results to the RPO for collation and certification across the region