



WNJCC Administrator

Job Title: Wilston Norths Junior Cricket Club – Administrator

Reports: Wilston Norths Junior Cricket Club Executive (Secretary or delegate)

Skills Required

- Well-developed communication skills
- Able control and supervise others
- Good organisational skills
- Good listening skills
- Ability to organise and delegate tasks
- Effective communication skills
- Ability to liaise with external parties
- Report writing skills

Key Roles & Responsibilities

- Convene club meetings and advise attendees.
- Provide secretarial support to the WNJCC Secretary and committee, including preparing agendas in consultation with the Secretary and President.
- Prepare, distribute and file minutes of all committee Management, General meetings and the Annual General Meeting (AGM) of the Club.
- Complete Annual Reports as required for the Incorporations Act.
- Prepare a comprehensive report of all activities of the Club for the presentation to the membership at the AGM.
- Maintain an accurate copy of the Rules and By-Laws of the Club.
- Maintain a register of all members, sponsors and other relevant groups.
- Be familiar with the rules of the Club, Association and State Sporting organisations.
- Receive all correspondence directed to the Club, inform President, react, follow-up and distribute to appropriate members & file.
- Ensure all licenses and regulatory requirements required by/ of the Club are current.
- Support the Management Committee with the coordination of resourcing and execution for all Club activities.
- Support the Club Registrar ensuring all pre-season and sign-on activities are conducted as required by the Club Calendar.
- Liaise with Brisbane North Junior Cricket Association (BNJCA) regarding registrations, player transfers, and complete other required paperwork.
- Act as the Public Officer of the Club (Incorporated Association).
- Act as Child Protection Office for Club.
- Act as the Club web site administrator.
- Liaise with the local media, clubs and other community organisations.

Suggested Weet-Bix MyCricket roles:

Principle User (includes Site Manager)