



New York Cricket Region, Inc.

Member, United States of America Cricket Association

"Promoting the World's best Game"

Job Description - Elected Officials of the Regional Administration

1. Regional Director/Chairman

- The regional director/chairman is elected by the League Presidents and shall hold office for a period of three consecutive years commencing immediately after the conclusion of the meeting to elect the regional administration.
- The regional director/chairman after the election shall function as chief operating officer of the region with responsibilities for management of cricket programs and general day to day business administration of the region.
- The regional director/chairman shall preside at all official meetings of the region except for committee and sub-committee meetings at which the regional director may attend as an ex-officio member.
- The regional director/chairman shall have only a casting vote in the event of tie at meetings of the regional administration.
- In the event the regional director/chairman is unable to function as chairperson at meetings of the regional administration, league presidents attending the meeting and forming a quorum for a meeting shall convene as an ad-hoc committee and appoint a chairperson to conduct the business of the meeting in accordance with the published agenda.
- The temporary chairperson shall maintain his/her voting rights prior to the appointment as chairperson of the meeting and shall also have a casting vote in the event of tie.
- The Regional Director shall sign all documents which may require his/her signature, represent the region or designate an alternate representative to attend meetings, functions or other business activities/events on behalf of the Region.
- The regional director/chairman must ensure all resolutions, programs, contracts and commitments approved by the regional administration are implemented within established timelines.
- The regional director/chairman in consultation with members of the regional administration shall appoint committees and establish guidelines for the functional operations of committees.
- The regional director/chairman shall submit written monthly reports regarding the state of the region to the regional administration and USACA as appropriate.
- The regional director/chairman shall be accountable to the regional administration for the efficient administration of the region.

Knowledge and Skills

- Effective oral and written communication skills
- Capable of preparing and presenting a cohesive business plan for the region
- Capable of accessing the Internet and possess the required computer skills with capabilities in Microsoft Applications and other pertinent programs
- Possess a reasonable knowledge of cricket and/or cricket related programs
- Capable of supervising voluntary staff and developing and maintaining plans and programs for the efficient functioning of the region's administrative and operational programs

2. Secretary

- The secretary of the region is elected by the league presidents and shall hold office for a period of three (3) consecutive years immediately after conclusion of the meeting to elect the regional administration.
- The secretary is a non-voting member of the regional administration.
- The secretary shall be responsible for management of the secretariat and perform all administrative functions on behalf of the region on a day to day basis or as may be directed by the regional director/chairman for time to time.



New York Cricket Region, Inc.

Member, United States of America Cricket Association

"Promoting the World's best Game"

- The secretary shall be required to work with the regional director/chairman to ensure correspondence are processed in a timely manner, meetings arranged and notice provided to members of the region and officials and members of the region are kept apprised of all events and programs related to cricket in the region or as appropriate.
- The secretary shall be responsible for receiving official correspondence on behalf of the region and shall maintain a correspondence file with the names and addresses of officers of the region, leagues, clubs and USACA or other persons required for the efficient administration of the region.
- The secretary shall maintain a certified copy of the constitution and bylaws of the region in addition to other legal documents pertaining to its registration and incorporation etc.
- The secretary in consultation with the regional director/chairman shall make necessary arrangements for meetings of the region.
- The secretary shall function in any capacity as may be directed by the regional director/chairman and shall maintain documents and/or records of the region for audit purposes or as may be required from time to time.

Knowledge and Skills

- Effective oral and written communication skills
- Capable of preparing and presenting written reports
- Capable of accessing the Internet and possess the required computer skills with capabilities in Microsoft Applications and other pertinent programs
- Capable of recording notes and preparing minutes for meetings

3. Treasurer

- The treasurer is elected by the league presidents and shall hold office for a period of three consecutive years commencing immediately after conclusion of the meeting to elect the regional administration.
- The treasurer is a non-voting member of the regional administration.
- The treasurer shall be the chief fiduciary officer of the region and shall have care and custody of, and shall be solely responsible and accountable for funds of the region.
- The treasurer shall prepare and maintain a record of all financial transactions conducted on behalf of the region. The treasurer in the name of NYCR shall endorse all financial documents, deposit monies and payments made to the region at a bank or financial institution designated and approved by the region within five days (5) after the monies were received by the treasurer.
- The treasurer shall disburse funds of the region only upon approval of a voucher signed or document signed by the regional director/chairman or his/her designee.
- Funds shall not be withdrawn from a bank of financial institution without prior approval from the regional director/chairman. The treasurer shall ensure receipts are issued for all funds deposited for and on half of the region.
- The treasurer shall conduct periodic reconciliation of financial records of the region and shall reconcile all bank and financial institution statements each month to ensure there are no discrepancies.
- The treasurer shall prepare a financial report each month in addition to a financial report to coincide with the close of business for each fiscal year.
- The treasurer in conjunction with appropriate professional advice shall prepare or cause to be prepared, the required tax returns with the appropriate city, state and federal agencies in accordance with the region's tax exempt status of NYCR.
- The treasurer shall maintain all financial records and documents for the region for audit purposes and shall function in any capacity as may be directed by the regional director.

Knowledge and Skills

- *Effective oral and written communication skills*
- *Capable of preparing and presenting financial report for the region*
- *Capable of analyzing reconciling bank statements*



New York Cricket Region, Inc.

Member, United States of America Cricket Association

"Promoting the World's best Game"

- Capable of accessing the Internet and possess the required computer skills with capabilities in Microsoft Applications and other pertinent programs

4. Members-at-Large

League presidents, in the region, are required to elect four (4) members-at-large to serve as members of the regional administration for a three year term.

- a. A Youth Cricket Coordinator
- b. A Women's Cricket Coordinator
- c. A Marketing & Fundraising Coordinator
- d. An Umpiring Program Coordinator

The members-at-large are voting members of the regional administration.

The specific roles and responsibilities of each member are as follows:

4.1. Youth Cricket Coordinator

The youth cricket coordinator shall be responsible for establishing cricket programs designed to recruit, train and develop players in the U23 age group.

The program should include processes to provide cricket coaching, personal development and prepare players for local, regional and national youth cricket tournaments.

The Youth Cricket Coordinator should be available to manage the youth cricket program in the region and coordinate events and activities on an ongoing basis.

Roles and Responsibilities

- Establish and coordinate the development of a youth cricket program in NYCR for multiple age groups
- Coordinate delivery of local, regional and international cricket tournaments in the various categories of players in the U23 age group
- Establish and maintain a data base with biological data of all players in the U23 age group which are/were registered to and participated in youth cricket programs in the region
- Ensure consistent delivery of high quality youth development programs in NYCR
- Work in conjunction with the Administration, Coaches, other stakeholders, persons and/or organizations interested in the promotion and development of youth cricket in NYCR and USA
- Prepare an annual budget for the youth development program in addition to expense projections for training and youth tournaments
- Coordinate and organize cricket matches and tournaments with teams, clubs and other regions in an effort to provide the training and experience required to develop and prepare players and viable team(s) in NYCR
- Attend meetings of the Regional Administration and provide information regarding progress of on-going processes and programs related to the region's youth cricket development program
- Attend meetings in/out of NYCR related to youth cricket as may be required from time to time
- Prepare written reports for review by the Regional Director/Chairman and members of the Regional Administration on a need to know basis from
- Perform any/all other duties ancillary to the promotion and development of youth cricket in NYCR

Knowledge and Skills

- Effective oral and written communication skills. Capable of preparing and presenting a cohesive youth development plan for the region



New York Cricket Region, Inc.

Member, United States of America Cricket Association

"Promoting the World's best Game"

- Capable of accessing the Internet and possess the required computer skills with capabilities in Microsoft Applications and other pertinent programs
- Capable of developing and maintaining practice and tournament programs and schedules required for the ongoing management of the youth development program

4.2. Women's Cricket Coordinator

The Administration shall appoint a Women's Cricket Coordinator who shall be responsible for designing a program required to recruit and train women players.

The program should include processes to provide cricket coaching and prepare players for local, regional and national women's cricket tournaments.

Roles and Responsibilities

- Establish and coordinate a program for the recruitment and training of women to participate in cricket in NYCR Provide help and advice to the Administration regarding funding, functional operations, organizing and other aspects of women's cricket and its development
- Establish and coordinate the formation of women's cricket teams and/or leagues and coordinate and manage the development of a women's cricket programs in NYCR
- Coordinate the delivery of local, regional and international cricket tournaments for women
- Establish and maintain a data base with biological data of all women players who were recruited and/or participated in cricket tournaments for and on behalf of NYCR
- Coordinate and organize cricket matches and tournaments with teams, clubs and other regions in an effort to provide the training and experience required to develop players and prepare a viable team(s) in NYCR
- Ensure consistent delivery of high quality women's cricket development program in NYCR Establish a program for Coaches to provide technical assistance and training required to improve the knowledge and quality of cricket among players.
- Work in conjunction with NYCR Administration and Coaches in/out of NYCR to establish programs and prepare budgets on an annual basis for programs and tournaments
- Attend meetings related to women's cricket as may be required
- Prepare written reports for review by the Regional Director/Chairman and members of the Regional Administration on a need to know basis
- Perform any/all other duties ancillary to the promotion of women's cricket in NYCR

Knowledge and Skills

- Possess effective oral and written communication skills
- Capable of preparing and presenting a cohesive women's cricket development plan for the region
- Capable of accessing the Internet and possess the required computer skills with capabilities in Microsoft Applications and other pertinent programs
- Capable of developing and maintaining practice and tournament programs and schedules required for the women's cricket program

4.3. Marketing & Fundraising Coordinator

The marketing and fundraising coordinator shall be responsible for promoting the region in a commercial manner and secure funding, sponsorship and other commercial benefits for the region.

- Responsible for advertising cricket in the region
- Promote the region at commercial and public events
- Advertise events and tournaments on behalf of the region in the media and on websites
- Promote and advertise the region's brand



New York Cricket Region, Inc.

Member, United States of America Cricket Association

"Promoting the World's best Game"

- Establish programs to market clothing and other paraphernalia with the region's log
- Organize and promote fundraising events on behalf of the regions

Knowledge and Skills

- Possess effective oral and written communication skills
- Capable of preparing and presenting a cohesive marketing plan
- Capable of accessing the Internet and possess the required computer skills with capabilities in Microsoft Applications and other pertinent programs
- Available for travel within the region to meet and communicate with persons and business entities as appropriate

4.4. Umpiring Program Coordinator

The umpiring program coordinator shall be responsible for managing umpiring related programs for and on behalf of NYCR

Knowledge and Skills

- Effective oral and written communication skills
- Capable of accessing the Internet and possess the required computer skills with capabilities in Microsoft Applications and other pertinent programs

5. Regional Representative

The New York Cricket Regional administration, consisting of league presidents and the members-at-large, shall elect a regional representative to represent the region as a member of the USACA board of directors.

The regional representative shall hold office for a period of three consecutive years commencing immediately after the conclusion of the FIRST meeting of the regional administration to elect the regional representative.

The regional representative shall represent the interest of the region and shall function in accordance with directives issued by the region.

The regional representative shall function as an ex-officio member of the region and shall not be eligible to vote at meetings of the region.

Knowledge and Skills

- Effective oral and written communication skills
- Capable of preparing and analyzing reports
- Capable of communicating with members of the USACA board and cricket officials at the local regional and international levels
- Possess a level of cricket acumen which would ensure the region is represented in an effective manner
- Capable of accessing the Internet and possess the required computer skills with capabilities in Microsoft Applications and other pertinent programs