CNL ROLE AND RESPONSIBILITIES

Roles & Responsibilities

This document aims to help understand the requirements for an individual to perform the core roles within the CNL Committee.

CNL Structure

ANGELA BENNETT CHAIR 

Shymika Brown Young persons Advocaat

Karen Brown Umpire Secretary Vice Chair

Sasha Sonahar Secretary Engage Champion

Sharon Smith

TREASURY Resolutions Offficer

**CHAIR**

The Chair ensures the committee fulfils its role in respect of the governance and Constitution of the association.

The Chair leads meetings in line with the agenda. The Chair will ensure it is an inclusive environment where all members may debate any agenda items to reach an agreement recognising difference and encouraging all to participate. Where any disagreement arises, the Chair will remain impartial, call the meeting to order to ensure decisions are made fairly.

The Chair works closely with the Treasurer and Secretary to ensure that the CNL is run effectively and to policy. The chair is there to oversee that all committee are following the guidelines, constitution, and rules. The Chair is a 2nd signatory for the bank account alongside other nominated committee members.

The chair will liaise with the secretary on key correspondence using the formal email address.

The chair will work closely with the Umpire Secretary on all correspondence and placement of umpires.

Key responsibilities:

* Chair oversees all roles ensuring the committee follow the guidelines as set in the constitution.
* Agree to chair the meetings, open & close the meeting. Vice chair is back up to this.
* Represent the CNL at meetings and events
* Welcome and involve new members
* Approve expenses from treasurer for other committee members expenses.
* Over-see the Umpiring allocations.

The Vice Chair or nominated member will take on responsibilities of the Chair in any absence or conflict of interest.

**SECRETARY**

The Secretary is responsible for ensuring effective communications between committee member’, affiliated members and external bodies. Secretary is Key contact for all communications.

The secretary is governed by the rules, constitution, and guidelines. They work for the league.

The Secretary manages all correspondence (paper or electronic) that the CNL receives.

The Secretary will arrange meetings, prepare meeting paperwork, takes minutes and distributes minutes to all members after CNL approval.

The Secretary will own all governance documents and prepare any changes to those documents for approval at meetings or at the AGM where appropriate.

The Secretary will arrange the AGM – date, email all clubs, book venue/s and help the chair prepare for the annual report and any EGM’s when required.

The Secretary arranges all summer league venues liaising with treasury on accounts for courts.

The Secretary will work with the Divisions Secretary on the Divisions at beginning of season.

The Secretary arranges all the fixtures and is responsible for sending this out to all teams within the timelines as stated at the AGM.

The Secretary is responsible for updating all scores, checking affiliations and match cards.

The Secretary is Key for ENGAGE.

The secretary is a voting member.

Key Responsibilities

* Manage all correspondence. Key contact for all, using the CNL email address.
* Arrange meetings, prepare agenda’s, communicate to members regarding meetings, take notes and write minutes and actions from meetings
* Own key governance documents and updating as and when by version.
* Support the Chair in preparing AGM and completing the Annual report.
* Check affiliations on Engage
* Create fixtures liaising with Web Team
* Books any courts.
* Responsible for all match cards received. [GDPR]
* GDPR always updated.
* Looks after social Media platforms and web via BNA.

**TREASURER**

The Treasurer manages and control funds the association is responsible for on behalf of the committee by maintaining records of all income and expenditure and gaining appropriate approvals for expenditure.

The Treasurer is governed by the rules, constitution, and guidelines. They work for the league.

The Treasurer is a voting member.

The Treasurer must maintain systematised records and be able to report on current financial position at each committee meeting and record in the minutes. This should include an update on income and expenses since the previous meeting and the current balance and where applicable any outstanding income/ expenditure yet to be resolved.

The Treasurer operates the bank account, reconciles the bank statements, and liaises with the bank regarding changes to the bank mandate and list of authorised signatories. The Treasurer will be the only one who pays online banking with chair approval.

The Treasurer will provide the Annual Accounts at the AGM alongside the Chair and be audited or independently examined prior to the AGM.

The Treasurer will pay all monies for winners and runners up at end of season as sent by the Secretary

The Treasurer will pay all court fees after liaison with the secretary.

The Treasurer will liaise with The Secretary for all key correspondence via the formal email address.

The Treasurer must not make any payments out to any committee person over £100 based on below:

1. Expenses for CNL business / stationary must be approved by Chair.
2. Purchase of goods for league must be CNL committee approved.

The Treasurer is a voting member.

Key Responsibilities:

* Own and manage the accounts on behalf of the committee
* Maintain accurate and detailed financial records
* Provide account balances and fund movements each meeting
* Prepare and sign all payments, make approved payments and expenses.
* Count and bank all monies
* Liaise with the Bank on all financial matters
* Ensure committee follow agreed procedures for handling financial matters.
* Prepare annual accounts for the AGM and ensure independently approved prior to AGM.

**UMPIRING SECRETARY**

The Umpire Secretary is key contact for umpires and umpire related queries. [except complaints]

The Umpiring Secretary is governed by the rules, constitution, and guidelines. They work for the league.

The Umpire Secretary is responsible for sourcing all umpires and placing on to fixture games.

The Umpiring Secretary checks all umpires are affiliated and all qualifications are EN approved.

The Umpiring Secretary will liaise with the chair before sending any correspondence via the formal email address for umpires.

The Umpiring Secretary is a voting member.

Key Responsibilities:

* Key Contact for all Umpires using
* Ensuring all fixtures are covered with the correct qualified umpires

**RESOLUTIONS OFFICER**

The Resolutions Officer is the key contact for all complaints including umpire complaints.

The resolutions Officer will liaise with the chair on complaints received from The Secretary. Once a solution is put together this must be sent to The Secretary to be sent back to the complainant from the official email.

The only diversion from this procedure will be if there is a conflict of interest for those involved. In this case other members will be asked to step in to cover.

The Resolutions Officer is governed by the rules, constitution, and guidelines. They work for the league.

Resolutions Officer is a voting member.

Key Responsibilities:

* Ensuring all complains are dealt with in a timely fashion as per rules.
* Ensuring resolutions are closed out where possible.

**SAFEGUARDING**

The Safeguarding Officer has primary responsibility for managing and reporting concerns about children or adults at risk and for putting in to place safeguarding procedures. It is important to highlight however that safeguarding is everyone’s responsibility and all BSNL members should work to the appropriate Code of Practice.

The Safeguarding Officer is governed by the rules, constitution, and guidelines. They work for the league.

Safeguarding Officer is a voting member.

Key Responsibilities:

* Ensuring safeguarding information, including policies, reporting procedures are available.
* To promote awareness of the Codes of Conduct for staff, volunteers, coaches and members of the CNL
* To work with the England Netball Lead Safeguarding Officer when concerns arise and ensure that all incidents are reported correctly