

## **DUTIES OF THE COUNTY OFFICERS:**

### **NOTE:**

**It shall be incumbent on all Officers to act under the general direction of the Executive Committee and on retirement from office, hand over to his successor, all books, papers and property belonging to the Association.**

### **PRESIDENT:**

The President of the Association is expected to attend all events and all meetings where the Association is involved. If there are more events being held on the same day, at different venues, the President will attend those events taking place at a home venue with either the Senior or Junior Deputy President attending the away venues.

### **SENIOR DEPUTY PRESIDENT:**

The Senior Deputy President of the Association is expected to attend all events and all meetings where the Association is involved. In the absence of the President, the Senior Deputy President will be expected to take over the duties of the President. If there are more events being held on the same day, at different venues, the Senior Deputy President will attend those events taking place at the away venue. The Senior Deputy President shall also assume the duties of Chairman of Patrons.

### **JUNIOR DEPUTY PRESIDENT:**

The Junior Deputy President of the Association is expected to attend all events where the U25's are involved and all Executive meetings. In the absence of both the President and the Senior Deputy President the Junior Deputy President will be expected to take over the duties of the President.

### **IMMEDIATE PAST PRESIDENT:**

The Immediate Past President of the Association is expected to attend all Executive meetings where the Association is involved. Also the Immediate Past President will represent the County at events where the President, Senior Deputy President or Junior Deputy President is unavailable.

### **HONORARY SECRETARY:**

The Honorary Secretary shall:

Convene, attend and prepare for all General Meetings of the Association, all meetings of the Executive and all other meetings.

Conduct the correspondence of the Association and pass on any correspondence relative to all other Officers. Compile and prepare the County Directory for publication each year.

This information is to be distributed to all Officers and Affiliated clubs prior to, or at the September meeting.

Compile and send relevant information to be entered on to the website.

Submit an Annual Report covering the previous year at each Annual General Meeting.

### **HONORARY TREASURER:**

The Honorary Treasurer shall:

Receive and hold all monies belonging to the Association from whatever source derived.

Incur and pay only such financial liabilities of the Association as are directed by the Executive Committee under special or general authorisation.

Maintain a Receipt and Payment Account and prepare the Annual Statement of Accounts each year for presentation at the Annual General Meeting usually held in May.

Keep the funds of the Association in bank accounts, approved by the Executive Committee.

**HONARARY FIXTURE SECRETARY:**

The Honorary Fixtures Secretary shall:

Arrange and book venues as required to fulfil all County, Patrons and Competitive matches with the exception of U25's matches.

When so required shall assist the Honorary Match Secretary in attending and co-ordinating both home and away matches.

Receive from Competition Secretary, Under 25's Manager and Team Manager, details of match or fixture dates arranged for inclusion in the County Fixture Card.

To prepare and issue a County Fixture Card showing all relevant information of all matches, and competitions arranged for the County.

**HONORARY MATCH SECRETARY:**

The Honorary Match Secretary shall:

Officiate at all County matches, where possible, except those involving the Liberty, O60's, HCL and U25's, or arrange for another Officer to deputise.

Keep a record of all players, who play for the County during the season, including the number of games played for badges and other regalia, and submit details of such players to the Honorary Secretary no later than 1<sup>st</sup> May each year for inclusion in the County Directory.

Keep a record of all monies paid in and submit details to the Honorary Treasurer as required. Full returns and stock positions to be submitted directly after the last game in the season.

Ensure the County fields a full team for all matches except for the Liberty, O60's, Home Counties League and U25's.

Prepare scorecards and all necessary paper work except for those matches involving the Liberty, O60's, Home Counties League and U25's EIBA National competitions.

**HONORARY PATRONS SECRETARY:**

The Honorary Patrons Secretary shall:

Officiate at all County Patron's matches, where possible. He will be accompanied by the Chairman of Patrons (Senior. Deputy President, or his deputy if not available).

Keep records of all players, who play for the County Patrons during the season, including the number of games played to earn regalia, and submit details of such players to the Honorary Secretary no later than 1<sup>st</sup> May each year for inclusion in the County Directory.

Keep a record of all monies paid in and submit details to the Honorary Treasurer as required.

Full returns and stock positions to be submitted directly after the last game in the season.

**HONORARY COMPETITION SECRETARY:**

The Honorary Competition Secretary shall:

Send out County Club competition entry forms to all affiliated Clubs.

Be responsible for the organising and running of the County Leagues known as the Bramley Bowl and Trisham Trophy.

Be responsible for, and organise all arrangements for the County Club competitions, and publish all results.

Be responsible for all Trophies and the updates needed.

Advise the Honorary Secretary and Fixture Secretary of competition dates for inclusion in the County Directory and Fixture card.

## **HONORARY TOUR SECRETARY**

The Tour Secretary shall:

Organise and run the County Tour.

## **WEBMASTER**

The Webmaster shall:

Maintain the County website at [www.hampshireiba.com](http://www.hampshireiba.com)

Update on a regular basis with all relevant information supplied.