**SUFFOLK CRICKET LIMITED (SCL)**

**CRICKET COMMITTEE**

**Terms of reference**

**1. Membership**

1.1 The Cricket Committee shall comprise the following officers and representatives:

* Chair
* Secretary
* Treasurer
* Head of Performance
* Membership Secretary
* Sponsorship/Commercial Secretary
* PR/Communications Secretary
* Men's Captain
* Women's Captain
* Suffolk Seniors Representative
* County Safeguarding Officer

1.2 Appointments to the Cricket Committee are made by the Board of SCL ("Board") and shall be for a period of up to three years, which may be extended for up to two additional three-year periods. The Chair and one other member of the Cricket Committee shall (subject to approval by the Nominations Committee and the Members in general meeting) be non-executive directors of the Board.

1.3 Only members of the Cricket Committee have the right to attend Cricket Committee meetings. However, other individuals including external advisers may be invited to attend for all or part of any meeting, as and when appropriate.

**2. Responsibilities**

The Cricket Committee shall be responsible for the financing, accounting, administration, compliance, safeguarding, player selection, commercial sponsorship, PR/Media and day to day control of the following areas of Suffolk Cricket:

* Men's 1st XI
* Women's 1st XI
* Men's Development/2nd XI
* Suffolk Seniors
* Competitions organised by NCCA
* Competitions organised by ECB in relation to Women's and Seniors cricket
* Compliance with any obligations under the ECB's County Partnership Agreement relating to funding for Men's cricket/NCCA competitions
* Compliance with any obligations imposed by ECB in relation to Equity, Diversity and Inclusion, Safeguarding or any other ECB policy or subsequent iterations

**3. Finance and Accounting**

The Cricket Committee shall maintain a separate bank account for the receipt and payment of income and expenditure relating to its areas of responsibility and shall produce an annual income and expenditure account and balance sheet in relation thereto.

**4. Frequency of meetings**

The Cricket Committee shall meet at least twice a year and otherwise as required.

**5. Notice of meetings**

5.1 Meetings of the Cricket Committee shall be called by the secretary of the Cricket Committee at the request of the Cricket Committee chair.

5.2 Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Cricket Committee and any other person required to attend no later than five working days before the date of the meeting. Supporting papers shall be sent to Cricket Committee members and to other attendees, as appropriate, at the same time.

**6. Minutes of meetings**

6.1 The secretary shall minute the proceedings and decisions of all Cricket Committee meetings, including recording the names of those present and in attendance.

6.2 Draft minutes of Cricket Committee meetings shall be circulated to all members of the Cricket Committee. Once approved, minutes should be circulated to all other members of the Board unless, exceptionally, it would be inappropriate to do so.

**7. Engagement with members**

7.1 The Cricket Committee chair should attend the annual general meeting to answer any Member questions on the Cricket Committee’s activities.

Adopted by the Board on 2022