



## Guidelines to the Responsibilities of Executive Councillors and Area Liaison Delegates (wef 2018 season)

Formal Guidelines for Councillors were first agreed by Council in 2008 and enhanced in 2010. Further changes have been agreed including a new Job Title of 'Area Liaison Delegate' (ALD) to replace 'Area Councillor'.

### 1. Roles

**Executive Councillors** are elected to represent all Clubs within Surrey County and, by carrying out their responsibilities faithfully, they will contribute to a more constructive and effective relationship between Club and County management.

**Area Liaison Delegates** have an additional - more focused and direct - responsibility to Clubs and members within their Areas.

**Combined Areas' Management** is charged with promoting inter-Area co-operation, in part through competition, in part through directing their initiatives and operations as a Team in support of the wider County Team.

### 2. General Responsibilities

- **attending** Executive Council meetings and County functions, having regard to the need for **confidentiality** in respect of the **detail** of discussions held
- **actively participating** at Council meetings and in committees to which they may be elected
- **attending**, where possible, County workshops and seminars held locally to them and arranged by the County for clubs and/or club officers
- **assisting voluntarily** in a variety of ways that will ensure the smooth-running of County affairs
- **actively supporting** County initiatives on recruitment and retention
- **being aware** of County Rules, Policies, and Practices and where these may be found, eg Year Book, Website etc
- **promoting** two-way communications between County and Clubs
- **maintaining contact** with clubs and club officers ensuring they are aware of the Area's and ALDs' roles
- **encouraging** clubs and members to source the Year Book and website for information
- **referring** to the County Secretary matters raised with them by clubs or members and which may be appropriate for inclusion in Council agendas
- **actively supporting** the County in its Match programme and increasing awareness of the status of County Matches
  - through making themselves available for selection for County and Presidents' matches
  - through attendance, where possible, at Middleton Cup, Home Counties and under 25s games

### 3. Responsibilities Specific to Area Liaison Delegates

#### i. Communications

- **communicating** periodically and directly with Club Secretaries and/or members when asked to do so by the County Secretary
- **consulting** Clubs on specified issues if asked to do so by the County Secretary or Council
- **providing** advice to clubs on request or, if necessary, **referring** clubs to the County Secretary

#### ii. Development

- **encouraging** feedback to ALDs about roles and responsibilities of the County Executive and Areas at club level
- **encouraging** increased club and individual interest and/or participation in County management
- **identifying and encouraging** potential activists to become more involved at every level

#### iii. Recruitment and Retention

- **encouraging recruitment and retention initiatives** in collaboration with the County Development Officer
- **assisting** the County Development Officer particularly with logistical matters concerning recruitment and retention.