

ESSEX CHESS ASSOCIATION JOB DESCRIPTIONS

NOTE

This document seeks to define the roles of the Association's Officers, with a view to ensuring that it is clear where responsibilities lie. Specific tasks can always be transferred by the mutual agreement of the Officers concerned. It is being circulated in advance of the 2008 AGM in order to give prospective candidates a clearer idea of the scope of the post for which they would be standing.

The Executive Committee

The Officers listed below form, together with two other elected members, the Executive Committee of the Essex Chess Association ("ECA" or "Association"). The members of the Executive work together under the guidance of the Annual General Meeting ("AGM") and General Purposes Committee ("GPC") for the general benefit of chess within the County of Essex. They ensure that the ECA's services are available without discrimination and promote equal opportunities.

Each Officer is expected to provide a report to the AGM.

President

Act as an ambassador for the Association, seeking to improve its public image.

Act as a focal point for the concerns of clubs and chess players in the County.

Chair meetings if the Chairman is unavailable.

Pursue strategic initiatives.

Chairman

Chair general meetings and meetings of the Executive and GPC.

Review the draft minutes of such meetings and sign off the definitive copy of the minutes once approved by a subsequent meeting.

Agree meeting agendas with the General Secretary.

Provide hands on direction and co-ordinate the activities of the Association's Officers.

Ensure that arrangements are implemented to ensure the continuing functioning of an office if there is a vacancy.

Oversee the implementation of the Child Protection Policy.

Take, after consulting the President and other appropriate Officers, decisions affecting the Association not falling within the remit of any particular Officer which need to be made between meetings of the Executive.

General Secretary

Book venues for general meetings and meetings of the Executive and GPC.

Circulate agendas for all such meetings prior to the notice date specified by the Constitution.

Take minutes at such meetings, obtain the agreement of the Chairman of the relevant meeting to the draft of such minutes and circulate such minutes on a timely basis.

Be a focal point for all correspondence that does not fall specifically within the remit of another Officer.

Organise the Association's subscription to any periodicals or publications that the Executive considers should be obtained.

Submit copy for the Association's entry in the ECF Yearbook.

Notify the ECF and SCCU of the identity of the Association's representatives to those organisations.

Make appropriate insurance arrangements in respect of the Association's trophies and equipment and the liability of the Association and its Officers.

Assistant General Secretary

Take the minutes and deputise generally in the absence of the General Secretary.

Perform such specific tasks as the General Secretary and Assistant General Secretary mutually agree should be delegated.

Treasurer

Maintain the accounting records of the Association.

Be the custodian of the Association's cheque book and any Building Society passbooks, and draw cheques for all outgoings legitimately payable by the Association.

Keep under review the Association's banking arrangements.

Invoice clubs for dues payable, invite payments of subscriptions by Vice-Presidents and other affiliated organisations and monitor and pursue the settlement of unpaid items.

Draw up annual accounts for submission to the AGM and liaise with the Hon Auditor to ensure that these are audited prior to the date of the meeting.

Prepare a budget and make recommendations to the AGM in respect of subscription rates and Game Fee.

Match Captain

Captain the Essex Open team in matches in the SCCU and National Stages of the County Championship.

Select players for the Essex Open Team matches, ensuring that all players selected are eligible under the competition rules.

Organise refreshments for home matches of the Open team.

Ensure that results of all Open matches are submitted to the Publicity Officer and Webmaster in addition to any ECF or SCCU Officers entitled to such results.

Submit reports on all Open matches to the Publicity Officer.

Assistant Match Captain

Assist the Match Captain in respect of Open matches and deputise where necessary.

Act as a central liaison point for the other match captains appointed by the Executive for other County teams, with a view to ensuring that these captains fulfil similar responsibilities to those indicated for the Match Captain in relation to their respective teams.

Enter Essex teams in the County Championship and any other non-junior team events in which the Association wishes to participate.

Co-ordinate venue arrangements for home matches.

Act as curator of the Association's playing equipment.

Correspondence Match Captain

Enter Essex teams in the Ward-Higgs and whichever other divisions are considered appropriate of the County & District Correspondence Chess Championships, and select the members of these teams.

Keep the Publicity Officer and Webmaster informed of the progress of the Essex teams.

League Secretary

Administer the operation of the Essex League.

Organise a fixtures meeting prior to the start of each season.

Arrange meetings of the League Management Committee when required, ensuring that all proposals for changes to the League rules are considered by the LMC prior to being included on the agenda for the GPC meeting at which they are to be discussed.

Organise the timely processing of adjudication claims.

Notify results on a weekly basis to the Webmaster.

Ensure that results are available to the Grader.

Congress Secretary

Organise the Association's annual congress at an appropriate venue.

Arrange printing and distribution of a Congress leaflet (including making a copy available in electronic form to the Webmaster).

Make arrangements for the taking of entries, both before the event and on the day.

Secure the services of a sufficient number of controllers.

Ensure that sufficient equipment is available for the event.

Ensure, in conjunction with the Treasurer, that cheques can be drawn for the prize money and that the Game Fee is paid to the ECF.

Ensure that results are available to the Grader.

Provide a report on the event to the Publicity Officer and Webmaster.

Tournament Secretary

Organise the Association's annual team blitz, individual lightning events and individual rapidplay events at appropriate venues.

Arrange printing and distribution of entry leaflets.

Make arrangements for the taking of entries.

Ensure that sufficient equipment is available for the events.

Provide a report on each event to the Publicity Officer and Webmaster.

Organise or delegate to the Congress Secretary the Essex Championships (Open and Minor).

Oversee the work of officers appointed by the Executive to control any additional tournaments organised.

Junior Organiser

Liaise with the Essex Junior Chess Association, which may undertake any or all of the following activities on the Junior Organiser's behalf.

Keep a database of active junior chess players and active chess-playing schools in Essex and the five London Boroughs.

Ensure appropriate entries are made to junior events organised by EPSCA, NYCA, SCCU and ECF.

Appoint team managers / assist with team selection. Organise coaching for these teams where appropriate.

Organise / co-ordinate one-day rapidplay congresses and a Grand Prix of events.

Organise County Championships for appropriate age groups.

Organise inter-school events.

Liaise with the David Wood Memorial Trust for recommendations for financial assistance.

Liaise with ECF Director of Junior Chess / EPSCA England manager to recommend players for consideration for selection.

Provide a regular newsletter and report events to the Publicity Officer and Webmaster.

Publicity Officer

Produce a regular magazine and invite and collect subscriptions for copies that are made available in paper form.

Circulate copies of leaflets produced by the Congress and Tournament Secretaries with the magazine.

Seek publicity for chess in Essex in the local and national media.

Webmaster

Maintain and develop the Association's website.

Liaise with the League Secretary and other Officers to ensure the regular submission of material to update the website.

Grader

Obtain and submit to the ECF information the currently prescribed format to ensure that all games in competitions organised by the Association, together with the internal events of affiliated clubs which request this facility, can be processed for grading.

Maintain a back up copy of the information submitted until the relevant grading list has been published.

Provide match captains with a list sorted by grade of players with a known Essex affiliation.

John Philpott

8 June 2008