



MUNSTER CRICKET EXECUTIVE BOARD

Terms of Reference

The purpose of the Executive Board is to govern, foster, promote, oversee strategic developments, control and regulate all cricket in Munster.

Munster Cricket Union
March 2019

PURPOSE

The purpose of the Executive Board is to govern, foster, promote, oversee strategic developments, control and regulate all cricket in Munster.

SCOPE

The Executive Board, hereinafter referred to as the Board, shall follow the Constitution of the Munster Cricket Union and is subject to the laws of the Republic of Ireland. These Terms of Reference have also been adopted in view of the provisions of the Governance Code - which can be viewed at: www.governancecode.ie

REPRESENTATIVE AUTHORITY

Munster Cricket is the governing body of cricket in Munster, affiliated to Cricket Ireland.

MEMBERSHIP/COMPOSITION

The Board shall comprise Chairman, Secretary, Treasurer, 4 ordinary Members (based on skillset, from 4 different clubs) and 2 Independent Members (based on skillset). The President shall be entitled to attend meetings of the Board as an Honorary ex officio non-voting member of the Board. The President-Elect may also attend in a similar non-voting capacity, if not a voting member of the Board already. Roles shall be filled based on skillset, with the overall goal of a skills-based board.

Skills desired are commercial, financial, legal, and sports management. At least 2 of the Board members will be women, and further diversity amongst members will be sought, that is from a variety of cultural backgrounds. The future goal is to have a maximum of two representatives from any one club.

The current list of members (Jan 2019) is as follows

1. David Griffin – Chairperson
2. Michael Hickey – Secretary
3. Bryan O'Donnell – Treasurer
4. Jack Russell – President
5. Joe O'Mahony – Ordinary Member
6. Jack Filen – Ordinary Member
7. Matt Reed - Ordinary Member
8. Veena O'Sullivan – Ordinary Member
9. Ted Williamson – Coaching
10. Robert Duggan – PRO

Future composition should reflect the following skillsets (these can be weighed against needs at any specific stage of development, when one skill may be needed more than another):

- Chair
- Secretary
- Treasurer
- Commercial Skills
- Legal Skills
- Financial Skills

- Sports Management
- + max 2 other, to include representatives from the Operations and Participations & Pathways Committee, if not already represented.

The Munster Cricket Manager and/or Youth/Coaching Administrator/Coordinator can attend meetings by invitation of the Board.

APPOINTMENT, TERM AND RESIGNATION

Nominations will be sought for all roles. A term is of 3 years duration for the Chair and 2 years all other members. Members can serve a maximum of two consecutive terms.

The terms of reference of the Nominations Committee are set out in a separate document.

MEETING ARRANGEMENTS

Meeting frequency will be 6 times per annum and with location to be rotated between Cork (ideally no more than 3 times per annum) and other counties, having regard to the composition of the Board at any time. (Alternatively, the group can meet in Mallow, equidistant between the 4 counties). The option to call into the meeting by Video conference (e.g. Skype, Google Hangouts, Zoom, etc.) will also be available. If a member is not in attendance for 3 consecutive meetings, they will be asked to clarify their position, and if not available to attend, may be asked to leave the Board.

The quorum for the meeting is 5 members.

Agenda will be circulated to all members at latest 1 week in advance by the Secretary.

Minutes will be taken at the meeting by the Secretary. Action points will be distributed for approval within 48 hours of the meeting. A summary of the main matters considered and discussed will be posted online (munstercricket.ie) within 7 days of the meeting taking place. Full minutes will be distributed to all Board members online within 1 month of the meeting taking place.

Formal communication between meetings where decisions are required can be by email to the group (so a record can be retained).

REPORTING

The Board shall maintain open reporting lines with Cricket Ireland. This is achieved through representation on the relevant Cricket Ireland bodies currently:

1. Cricket Ireland Board
2. Cricket Ireland Cricket Committee
3. Cricket Ireland Finance Committee
4. Other Cricket Ireland Working Groups as required

COMMITTEES

The Board will have 4 Committees – Pathways & Participation, Commercial, Cricket Operations and a Nominations Committee will oversee the process of identifying suitable candidates to sit on the Board and its sub-committees. Disciplinary matters are dealt with by a disciplinary committee which operates in accordance with the disciplinary regulations and procedures

which have been adopted by the Union. These disciplinary regulations and procedures comply with and are aligned with the regulations set out by Cricket Ireland. The operation of these regulations and procedures is dealt with by the disciplinary chairperson appointed at the AGM.

RESOURCES AND BUDGET

The Board has overall responsibility for the budget and operations of Munster Cricket.

DELIVERABLES

- Develop strategies for cricket within the Munster region aligned with those of Cricket Ireland and ensure the implementation of those strategies.
- Support clubs' best practice regarding club governance /management structures through developing Club Accreditation programmes.
- Provide an annual review of the Munster Cricket implementation plans, based on progress of the Munster Cricket strategic plan.
- Ensure that the appropriate skills set and capabilities are represented at board level and that sub-committees remain fit for purpose.
- Receive reports from the sub-committees at each Board meeting and approve recommendations therefrom, discuss and approve amendments, where necessary, or return to the relevant sub-committee for further work to be carried out.
- Receive and consider reports from the Munster delegates to the Cricket Ireland Board and Committees.
- Carry out a regular risk review to ensure risks are being identified and potential risks to the sport and organisation at Provincial level are being mitigated.
- Oversee the management of the Munster Senior representative team and development squads.
- Engage with such Cricket Ireland annual review processes as are put in place.
- Monitor compliance with Child Safety Compliance as laid out in the guidance by Cricket Ireland.
- Build the organisation towards incorporation and ensure that governance structures reflect best practice and current legislation.
- Provide guidance and strategic leadership to the paid Munster Cricket staff.
- Make arrangements to hear appeals from clubs or individuals in respect of decisions made by the Cricket Operations and Disciplinary Committees.
- Approve the annual budget of the Union, based on recommendations from the Commercial Committee.

CONFLICT OF INTEREST

All Board members shall declare any potential conflict of interest.

REVIEW

The ToR will be reviewed annually with the next review date in December 2019.