



MARYLEBONE CRICKET CLUB (MCC) JOB PROFILE

Governance Executive

Department: Membership
Reporting to: Governance and Programme Manager
Contract: Permanent

DIMENSIONS OF ROLE

Hours: 09:00hrs to 17:00hrs, Monday to Friday (inclusive), including one hour unpaid lunch on each day worked; making a total of 35 working hours per week.

KEY PURPOSE OF ROLE

To support the Governance and Programme Manager and Director of Membership in all MCC governance related matters.

KEY TASKS AND ACCOUNTABILITIES

- **Committee Governance** - prepare agendas and supporting papers; produce minutes; follow up any action points arising from meetings, liaise regularly with the chairs of Principal committees.
- **General Meetings** – support the Governance and Programme Manager in delivering General Meetings of the Club; liaise with all relevant parties, including returning officers and scrutineers; co-ordinate Members' requisitions.
- **Annual Report and Accounts** – liaise with relevant staff regarding the production of committee reports and other sections; extensive proofreading.
- **Disciplinary and Appeals Panel** – undertake general administration; communicate with Members to arrange hearings; maintain a log of all Members' disciplinary cases.
- **Rules of the Club and Regulations** – support the Governance and Programme Manager to ensure that the Rules and Regulations of the Club are kept up to date.
- **Departmental Support** – assist the Membership, Ticketing, Heritage & Collections, Community, Club Services Departments and the MCC Foundation with major tasks where appropriate, including drafting correspondence to Members.

This job profile is not an exhaustive or definitive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks and duties of the jobholder might differ from those outlined in the job profile and duties might be amended as the job evolves in light of the needs of the business and/or at the discretion of management.

VARIATIONS OF JOB RELATING TO MAJOR MATCHES

- Attendance at all major match days, including weekends.
- Any other duties as required whether in the Department or elsewhere around the Ground.

HEALTH AND SAFETY

- At all times be responsible for the safety of yourself and others through adherence to MCC (and legal) safety rules and procedures.
- Report any unsafe practices, equipment or circumstances as appropriate.
- Comply fully with relevant security policies and procedures.
- Be familiar with fire procedures and evacuation procedures and be prepared to operate when/if trained as a Fire Warden.

PERSON SPECIFICATIONS, SKILLS AND QUALIFICATIONS

- Corporate governance/company secretary experience with operation at Board/Executive level.
- High quality written communication, including minute taking experience at Board level.
- Strong administrative and organisational skills with a high attention to detail.
- Excellent communication and interpersonal skills and the ability to establish relationships with a range of individuals at a senior level.
- Possess a strong level of IT skills with an excellent understanding of Microsoft Office in particular.
- Ability to work with confidential material.
- Ability to work to multiple deadlines and multi-task.
- A team player and self-starter with an appetite to promote growth and change.
- A general knowledge of cricket is desirable but not essential.

Written by: Alex Boardman

Date: April 2024

Accepted by:

Date: