



# Admin Portfolio Manager

## Position Description

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### **Overview**

The Administration Portfolio Manager is primarily responsible for ensuring that portfolio activities are performed in accordance with the Club's Strategic and Annual Plans.

### **Core Responsibilities**

- Liaise with Treasurer to develop an annual budget for Administration Portfolio activities.
- Oversee all Administration Portfolio activities.
- Recruit and train volunteers to fulfil portfolio roles.
- Liaise with President and Secretary to deliver club development projects.
- Survey members and key supporters on performance of club across all portfolio areas.

### **Additional Responsibilities**

- Attend all committee meetings.
- Report on Administration Portfolio activities to Executive Committee.
- Liaise with Media Manager to produce a monthly report on activities.
- Prepare an Administration Portfolio report for the Club Annual Report.
- Train, mentor and support an incoming Administration Portfolio Manager.

### **Knowledge and Skills Required**

- Knowledge of the Club Strategic and Annual Plans.
- Informed of club activities across all portfolios.
- Knowledge of cricketing environment in Victoria.

### **Personal Qualities**

- Effective communicator.
- Driver of change.
- Ability to organise and delegate tasks.
- Ability to engage with external parties to deliver development projects.

### **Qualifications**

- Required - Hold a position on the Club Executive Committee.

### **Expected Time Requirement**

Approximately 100 hours per annum.