

Cambridgeshire Referees' Association



Cambridgeshire RA are Looking for new Committee Members to Join the Committee

About The RA

The Cambridgeshire Referees' Association is the local branch of the National Referees Association. The National Referees' Association is a membership organisation with around 180 local associations. It is run by referees, for referees, and is on hand to offer training, support and to provide a voice for its members.

Our Aims and Objectives include:

- Committed to improve the standard of refereeing
- Represent the interests of members at local and national level
- Provide training and development opportunities for referees
- Provide access to the Referees' Association Benevolent Fund to assist members in times of hardship
- Offer support for referees involved in assaults or disciplinary actions
- Cultivate friendship and positive relationships between referees and associated bodies

Cambridgeshire Referees' Association has opening's for members to join the committee. Do you think you would be a great addition to the committee with your wealth of knowledge in the refereeing world? We really want to ensure that we have the right people on the committee that can help shape the refereeing community within Cambridgeshire and are willing to commit time to this.

Each of the roles within the committee have a primary focus and tasks related to that role but would be encouraged to make suggestions that would benefit the refereeing community for example, topics on development sessions, event ideas, fund raising ideas.

Committee officers are expected to contribute to the running of the association by providing their views, opinions and knowledge of the refereeing community in Cambridgeshire and actively be involved in providing support to local referees.

The officers are a President, Chairman, Vice Chairman, Secretary, Treasurer and RA Representative to Cambridgeshire FA.

They are elected annually according to the Constitution except for the President who is a non-elected member.

Information on the Committee Officers Roles are included below.

If you are interested in joining the committee and in helping strengthen the Referee Community within Cambridgeshire, we are looking forward to your Expression of Interest using the form available [HERE](#) by Thursday 5th May 2022 to allow us to prepare for our upcoming AGM

All committee members must hold an in-date FA DBS certification & Safeguarding Children Qualification, they may also be required to hold an FA Emergency First Aid Qualification.

If you have any questions about joining the committee, please email jolley.gavin@gmail.com

Marc Wilson & Gavin Jolley

Current RA Chair & Secretary.

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1. Role Description for The RA President

The President is a non-elected position and is awarded by the Committee to a Member who has long service with the Society and is a well-known member of the refereeing community in Cambridgeshire. They may be required to represent the Society on formal occasions.

2. Role Description for The RA Chair

The Chair ensures that the Committee functions properly, that there is full participation during meetings, and that all relevant matters are discussed and that effective decisions are made and carried out.

There may be work between meetings, external representation of the organisation, and work with other Committee Members and Society members. The Chair works closely with the Vice-Chair and Secretary to ensure that members have the best possible experience.

3. Role Description for The RA Vice Chair

The Vice Chairman acts for the Chairman when he/she is not available and undertakes assignments at the request of the Chairman and continues to support the committee where necessary.

4. Role Description for The RA Secretary

The Secretary has three main roles.

1. Ensures meetings are effectively organised and recorded appropriately.
 - Liaising with the Chair to plan meetings.
 - Receiving agenda items from Committee Members.
 - Circulating agendas and reports.
 - Taking minutes.
 - Circulating approved minutes.
 - Checking that agreed actions are carried out.
2. Maintaining effective records and administration
 - Keeping an up-to-date Membership Database for the Committee and Members and Junior Members of the Society.
 - Liaison with the Referee Association including registering all Members with them.
 - Liaison with Cambridgeshire FA regarding Membership.
 - Filing minutes and reports.
 - Compiling lists of names and addresses that are useful to the Society.
 - Keeping a record of the Society's activities.
3. Upholding legal requirements
 - Acting as custodian of the Society's Constitution.
 - Checking quorum is present at meetings.
 - Ensuring elections are in line with The Constitution's procedures.
 - Ensuring the Society's activities are in line with its objectives.

The secretary must be an individual who is willing to engage with members as they will be the main point of contact for all existing, new and potential new members.

4. Role of the Treasurer

The overall role of the Treasurer is to maintain an overview of the organisations financial status and to ensure that proper financial records and procedures are maintained.

1. General financial oversight
 - Oversee and present budgets, accounts and financial statements to the Committee.
 - Ensure that appropriate financial systems and controls are in place.
 - Ensure that record-keeping and accounts meet all relevant legislation and accounting practice.
2. Funding, fundraising and sales
 - Advise on the Society's membership subscriptions and fundraising strategy.
 - Accept membership subscriptions, bank them and advise the Secretary of all Member details to enable the Member Database to be updated and Membership recorded with the Referee Association and Cambridgeshire FA.
 - Ensure use of funds complies with conditions set by funding bodies when applicable.
 - Ensure subscriptions and fundraising complies with relevant legislation and is bound by effective financial systems and controls.
 - Ensure effective monitoring and reporting.
3. Financial planning and budgeting
 - Prepare and present budgets for new or ongoing work.
 - Advise on financial implications of strategic and operational plans.
 - Present revised financial forecasts based on actual spend.
4. Financial reporting
 - Present regular reports on the Society's financial position.
 - Present accounts at the AGM.
 - Advise on the organization's reserves and investment policy.
5. Banking, book-keeping and record-keeping
 - Manage bank accounts including setting up and maintaining signatories.
 - Set up appropriate systems for book-keeping, payments, lodgments and petty cash.
 - Ensure everyone handling money keeps proper records and documentation.
6. Control of fixed assets and stock
 - Ensure proper records are kept.
 - Ensure required insurances are in place.

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5. Role of Committee Members

If you didn't want a formal role as per the above, but still wanted to be involved in supporting, there are a number of other roles that may suit what you're looking for:

1. Role of the RA Representative to Cambridgeshire FA

- The RA Representative to Cambridgeshire FA attends the Cambridgeshire Council Meetings and also sits on the Referees' Committee, following meetings they are required to report back to the Society's Committee.

2. Role of the Non-elected Committee Members

- In addition to the general roles required of all Committee Members, Non-elected Committee Members will provide help and assistance in organising activities and events as may be held from time to time.

3. Role of the Tutor Team

- The Tutor Team is not an official role within the Committee but rather a sub-team to assist with General Meetings and referee support. The Tutor Team will:
 - Plan and deliver the monthly meetings which develop Members at various levels.
 - In the event a guest speaker is invited and fails to turn up, ensure there is a backup session planned to deliver to the Members.
 - Facilitate the meetings including the 'problems corner'.
 - Facilitate any questions asked from the Members including questions asked to guest speakers at the end of the meeting.
 - Ensure all development advice is in accordance with the Laws of the Game.
 - Provide Members with a point of contact for any advice or help they require.

What do we require from you as a minimum?

- Attend and contribute to 4 committee meetings plus the AGM per year. Committee meetings are usually held on a Monday or Thursday evening and last for approximately 1 hour which where possible will be done in person however we do have the capability to use virtual meeting technologies where required
- Shared responsibility within the committee to ensure events such as monthly development meetings are run by attending committee members this is not to say that you would be expected to attend them all, but we want to ensure that the responsibility does not always fall on the same individuals.
- Shared responsibility within the committee to attend county cup final events on behalf of the association to support the team of match officials.
- Respond to emails in a timely manner