

## SCC EXECUTIVE COMMITTEE

The Sports and Cultural Council (SCC) Executive Committee consists of the CEO of the CDVEC who is the Honorary President and four officers. These four officers are elected at the SCC AGM, by the members of the organization. The officers include:

- Chairperson
- Vice-chairperson
- Honorary Treasurer
- Honorary Secretary

This executive committee will assume overall responsibility for the management and leadership of the Sports and Cultural Council for a given academic year. They will report regularly to the Board of Studies of the City of Dublin Vocational Education Committee and the members of the Sports and Cultural Council at the ordinary meetings which are held at least three times a year, as well as, the AGM.

## CHAIRPERSON OF SCC

The Chairperson's role is to:

- Represent the SCC and its members.
- Provide direction and leadership for the current and future development of the SCC.
- Uphold the SCC Constitution and Rules. Ensure that these are reviewed at least every five years.
- Act as spokesperson for the SCC.
- Attend SCC events where possible.
- Chair meetings of the SCC.
- Ensure that the agreed decisions and policies of the SCC are carried out.
- Support and encourage all sub-committees.
- Assist when conflicts and disputes arise.
- Assist in recruiting new sub-committee members.
- Ensure SCC events are run in a professional manner.
- Ensure that the affairs of the SCC are periodically and comprehensively reviewed (at least every five years).

## VICE- CHAIRPERSON OF SCC

The Vice-chairperson's role is to:

- Represent the SCC and its members.
- Attend SCC events where possible.

- Assist the Chairperson, where necessary, in the development and implementation of policies and plans for the SCC.
- Assist in recruiting new sub-committee members.
- Chair meetings of the SCC in the absence of the Chairperson.

#### HON. SECRETARY OF SCC

The Hon. Secretary's role is to:

- Represent the SCC and its members.
- Represent and report on SCC matters to the Board of Studies.
- Attend SCC events where possible.
- Conduct official correspondence for the SCC, under the direction of the Executive Committee.
- Liaise with and co-ordinate the work of the SCC sub-committees.
- Keep the SCC Executive committee informed on the work of the SCC sub-committees.
- Review sub-committee reports and implement their recommendations, where appropriate.
- Keep the CDVEC Principals/Heads of Centre informed of SCC matters.
- In consultation with other officers, set the dates, times and venues for meetings of the SCC.
- Prepare an agenda for all SCC meetings.
- Record and make available the Minutes of all SCC meetings.
- Keep current and archived records of the activities of the SCC.
- Compile and keep the Calendar of Events up-to-date.
- Be responsible for correspondence to and from the SCC.
- Liaise with webmaster to ensure the SCC website is up-to-date and accurate.
- Produce an annual report of SCC activities to the AGM.
- Assist in recruiting new sub-committee members.
- Be informed of conflicts and disputes at SCC events and to assist/liaise regarding their resolution.

## HON. TREASURER OF SCC

The Hon. Treasurer's role is to:

- Represent the SCC and its members.
- Have overall responsibility for the financial affairs of the SCC.
- Keep an overview of the finances of the SCC.
- Be responsible for the SCC's annual budget.
- Ensure that the SCC keeps within its budget for each financial year in order that income and outgoings are in balance.
- Regularly keep the SCC Executive committee informed of the council's financial affairs.
- Keep the financial records of the SCC.
- Liaise with SCC sub-committees on financial matters.
- Ensure that all monies collected from schools/colleges/centres or other parties, are paid into the SCC account.
- Liaise with the CDVEC Head Office for the collection and lodging of SCC annual student subscriptions to the SCC account.
- Consult with authorised persons to assist with SCC financial affairs.
- Prepare end-of-year accounts and submit to the SCC Auditors for their verification.
- Be responsible for the annual Niall Smyth Memorial Bursary, as well as, for assessing student bursary applications.
- Assist in recruiting new sub-committee members.
- Attend SCC events where possible.