

LYNDOCH CRICKET CLUB

MANAGEMENT COMMITTEE & OTHER APPOINTED ROLE PORTFOLIOS	
By-Law # in Master LCC By-Laws Document	5
Last Reviewed / Updated	24 July 2025
Version Control (ensure any updates are consistent across both this document & the master by-laws document)	
Description of Change	General Meeting Date
Part of an overhaul/creation of existing/new Club By-Laws	Approved 28 July 2025

5.1 Elected Committee Member & Appointed Committee Member Role Portfolios

(a) President

Reports

- Barossa & Light Cricket Association
- Para Districts Cricket Association
- South Australian Cricket Association
- The Barossa Council
- Barossa Park Advisory Committee
- Barossa District Football and Netball Club

Skills Required (Desirable)

- Have a good working knowledge of the Club, Constitution and By-Laws
- Be a dedicated Club person
- Ability to delegate
- Be approachable
- Visionary leadership or experience in a leadership role
- Well-developed decision-making skills and inspirational communication
- Strategic planning, operations and problem solving
- Ability to manage and negotiate successfully between members, lead meetings and manage conflict resolution
- Be receptive to change, showing adaptability and flexibility

- Access to Club Google Drive & Passwords
- · Attend meetings of the Association as the primary delegate
- Chair Management Committee meetings, presiding with a casting vote

- Ensure Management Committee members fulfil their responsibilities of the Club, including delegating tasks as required for the planning and implementing of key events and initiatives.
- Discuss the agenda items prior to the next Management Committee meeting with the Secretary and Executive Committee and ensure that it is circulated in plenty of time
- Report activities of the portfolio to the membership of the Annual General Meeting
- Facilitate and ensure that planning and budgeting for the future is carried out in accordance with the wishes of the members, including the current strategic plan and its renewal as required
- Provide guidance and leadership internally, as well as in the community as a key contact and spokesperson of cricket
- Adopt policies of best practice as recommended by Cricket Australia, SACA and other responsible peak bodies

(b) Vice President - Seniors

Reports

- President
- Barossa & Light Cricket Association
- South Australian Cricket Association
- The Barossa Council

Skills Required (Desirable)

- Have a good working knowledge of the Club, Constitution and By-Laws
- Ability to delegate
- Be approachable
- Experience in a leadership role
- Well-developed decision-making skills
- Experience with strategic planning, operations and conflict resolution
- Ability to manage and negotiate successfully between members and lead meetings
- Dedicated Club person
- Be receptive to change, showing adaptability and flexibility

- Act as the President of the Club in their absence
- Represent the Club's senior playing group at Management Committee meetings
- Facilitate planning of programs and initiatives relating to and aiding the Senior playing group
- Provide recommendations to the President for appointments of Senior Coach (if applicable) and Captains and ensuring that nominated teams are adequately resourced and supported throughout the season
- Report activities of the portfolio to the membership of the Annual General Meeting
- Promote policies and code of behaviour as adopted by the Club to the senior playing group

- Take upon a leadership role as a key contact and spokesperson of cricket within the community
- Delegate to the Barossa and Light Cricket Association
 - The Vice President Seniors will accompany the President (or attend in their place) to any Senior Meeting called by the Barossa and Light Cricket Association, unless a proxy is required and approved by the President

Senior Steering Sub-Committee

 The Vice President – Seniors will preside as Chairperson of the 'Senior Steering Sub-Committee' (unless this is delegated) whose function is to assist in addressing matters relating to the senior playing group from key stakeholders such as the Senior Coach, Captains and the playing group.

(c) Vice President – Juniors

Reports

- President
- Barossa and Light Cricket Association
- South Australian Cricket Association

Skills Required (Desirable)

- Have a good working knowledge of the Club, Constitution and By-Laws
- Have a good working knowledge of the Australian Cricket pathway and importance of Cricket Blast and junior male and female playing opportunities
- Ability to delegate
- Be approachable
- Experience in a leadership role
- Well-developed decision-making skills
- Experience with planning and operations
- Ability to manage and negotiate successfully between members and lead meetings
- Dedicated Club person
- Be receptive to change

- Represent the Club's junior playing group at Management Committee Meetings
- Facilitate planning of programs and initiatives relating to and aiding the junior playing group
- The organisation, administration and rollout of Woolworths Cricket Blast program
- Provide recommendations to the President for appointments of coaches and (if applicable) captains and ensuring that nominated teams are adequately resourced and supported throughout the season
- Assisting Registrar & Property Officer with administration of junior player registrations through PlayHQ
- Lead communication as required with parents/guardians and players
- Report activities of the portfolio to the membership of the Annual General Meeting

- Promote policies, Codes of Behaviour and Club values as adopted by the Club to the Junior playing group and their parents/guardians
- Take upon a leadership role as a key contact and spokesperson of cricket within the community
- Delegate to the Barossa and Light Cricket Association
 - The Vice President Juniors will represent the Club at any Junior Meeting called by the Barossa and Light Cricket Association, unless a proxy is required and approved by the President

Junior Steering Sub-Committee

 The Vice President – Juniors will preside as Chairperson of the 'Junior Steering Sub-Committee' whose function is to assist in addressing matters relating to the junior program from key stakeholders such as Coaches, Team Managers, Parents/Guardians and the playing group

Child Safe Officer

 The Vice President – Juniors will act as the club's Child Safe Officer, unless a separate appointment is made. The Club will support the appointed Child Safe Officer with necessary training

(d) Secretary

Reports

- President
- Barossa & Light Cricket Association
- Para Districts Cricket Association
- South Australian Cricket Association
- The Barossa Council
- Barossa Park Advisory Committee
- Barossa District Football and Netball Club

Skills Required

- Have a good working knowledge of the Club, Constitution and By-Laws
- Well-developed and effective communication skills
- Able to lead and supervise others
- Attention to detail
- Good organisational and time management skills
- Technological aptitude including the ability to use cloud-based software to manage Committee collaboration and other club operations (Microsoft Teams, Google Drive, Google Forms etc.)
- Good listening skills
- Ability to organise and delegate tasks
- Ability to liaise with external parties
- Report writing skills and record-keeping abilities

Key Roles & Responsibilities

- Access to Club Google Drive & Passwords
- Convene all club meetings and advise all potential attendees
- Provide secretarial support to the Management Committee, including preparing Agendas in consultation with the President
- Prepare, distribute and file minutes of all Management Committee and General Meetings of the Club
- Complete Annual Reports as required by the Incorporations Act
- Maintain an accurate copy of the Constitution and By-Laws (Regulations) of the Club
- Maintain a register of all members, sponsors and other relevant groups
- Receive all correspondence directed to the Club, inform President, react, follow up and distribute to appropriate members & file
- Ensure all licences required by the Club are current
- Liaise with the Association regarding registrations, player movements and complete other required paperwork
- Act as the Public Officer of the Club, unless a separate appointment is made
- Maintain a file of contacts for purchases
- Liaise with the local media, Clubs and other community organisations
- Minutes and Correspondence
 - If the Secretary is unable or unwilling to take minutes, the Management Committee will appoint a Minute Secretary for the duration of the specific Meeting
- The Secretary will also be responsible for assisting with the Club's correspondence where required, acknowledging that with the delegation of roles to represent all areas of the Club, not all correspondence will come to or be sent from the Secretary.

(e) Treasurer

Reports

- President
- Barossa and Light Cricket Association
- Para Districts Cricket Association
- South Australian Cricket Association
- Barossa Districts Football and Netball Club

Skills Required (Desirable)

- Have a good working knowledge of the Club, Constitution and By-Laws
- Financial background and awareness of budgeting and accounting procedures, including forecasting
- Honesty and trustworthiness
- Ability to keep accurate financial records
- Ability to use cloud-based accounting software (Xero etc.)
- Attention to detail and analytical thinking

- Able to work in a logical and orderly manner
- Willing to learn new skills if necessary

Key Roles & Responsibilities

- Serve as the operator of the Club's accounts
- Prepare budget, in consultation with the Management Committee to reflect income and expenditure of the Club for presentation at the first meeting of the year
- Maintain up to date records of all income and expenditure
- Maintain the Club's cashflow and level of petty cash
- Prepare and distribute invoices/accounts for services rendered
- Attend Management Committee meetings and provide a financial report, with a detailed report to the membership at the Annual General Meeting
- Make details of all accounts available to the Management Committee and members as per the Constitution
- Oversee and seek reports of all other accounts held by sections of the Club
- Prepare financial accounts

(f) Registrar & Property Officer

Reports

- President
- Management Committee
- Barossa & Light Cricket Association
- Para Districts Cricket Association
- South Australian Cricket Association
- The Barossa Council
- Barossa Park Advisory Committee
- Barossa District Football and Netball Club

Skills Required (Desirable)

- Have a good working knowledge of the Club, Constitution and By-Laws.
- Organisation and communication
- · Ability to delegate
- Ability to use cloud-based software (PlayHQ etc.)
- Honesty and trustworthiness
- Ability to keep accurate records
- Attention to detail
- Able to work in a logical and orderly manner
- Willing to learn new skills if necessary

Key Roles & Responsibilities

 Create registration products and provide assistance to all Club members with registrations (PlayHQ)

- Assist Captains/Coaches in Senior and Junior grades with entering match results and player scores where required and ensure all relevant information is input by deadlines, including any required votes for trophies
- Maintain an accurate record of all Club assets including time of purchase and projected end of life / renewal
- Coordinate maintenance of Club assets
- Assist with Club merchandise orders and payment/distribution
- Coordinate the cleanliness/maintenance of the Club's main storage locations and general presentation of Club facilities
- Prepare reports, in consultation with the Management Committee to reflect any major facility or other property/asset related costs

(g) Junior Parents/Guardians

Reports

- Junior Steering Sub-Committee
- Vice President Juniors
- Management Committee

Purpose

- Represent the junior playing group
- Be a dedicated Club person
- Act as a positive role model

Key Roles & Responsibilities

- Communicate as required with fellow parents and players
- Represent the Club's Junior playing group at Management Committee Meetings
- Support the 'Junior Steering Sub-Committee' to address matters relating to the junior playing group from key stakeholders such as Coaches, Captains, parents and the playing group themselves
- Assist with and complete tasks as delegated by the Management Committee
 Executive Members in the planning and implementation of key events, including those relating to and aiding the Club's junior pathway

(h) Senior Players

Reports

- Senior Steering Sub-Committee
- Vice President Seniors
- Management Committee

Purpose

- Represent the Senior playing group (male and/or female)
- Be a dedicated Club person

• Act as a positive role model

Key Roles & Responsibilities

- Communicate as required with players
- Represent the Club's Senior playing group at Management Committee Meetings
- Support the 'Senior Steering Sub-Committee' to address matters relating to the senior playing group from key stakeholders such as Coaches, Captains and the playing group themselves.
- Assist with and complete tasks as delegated by the Management Committee
 Executive Members in the planning and implementation of key events.

(i) Senior Team Captain

Reports

- Senior Steering Sub-Committee
- Head of Cricket and /or Senior Coach
- Vice President Seniors
- Management Committee
- Barossa and Light Cricket Association
- Para Districts Cricket Association (Senior Women teams only)

Purpose

- Act as a figurehead of the Club to players
- Lead the team they are appointed to
- Where applicable, provide leadership to both the team they are involved in, and the Club overall
- Maintain harmonious relations between the respective league captains
- Be a dedicated Club person
- Seek and represent the views of Senior players
- Be a key contact and spokesperson of cricket within the community
- Act as a positive role model

- Lead, follow and promote the Club and player's acceptance of the necessary Codes
 of Behaviour and values of the Club
- Lead programs and initiatives relating to and aiding the senior playing group
- Communicate as required with players
- Assist with the timely collection of subscriptions, including assisting the Management Committee in the chasing of late payers
- Ensuring fulfilment of responsibilities for pre and post-match administration, collection of match fees, organisation of match catering and submission of match results, player scores and any votes needed for club trophies
- Encouraging club members to be involved in social and voluntary activities and lead by example
- Provide guidance and decision-making to team selections each round

- Where applicable, provide leadership to both the team they are involved in and the club overall
- Ensure all required equipment is collected for match day (tablet, scorebook, balls, first aid, etc.)
- Report back to the 'Senior Steering Sub-Committee' to address matters relating to the senior playing group from key stakeholders such as Coaches, Captains and the playing group themselves

(j) Senior Coach

Reports

- Senior Steering Sub-Committee
- Vice President Seniors
- Management Committee
- Barossa and Light Cricket Association
- Para Districts Cricket Association

Desired Skills

- Leadership and organisation
- Ability to analyse, study, plan and assess the game as it develops
- Effective communicator
- Knowledge of cricket skills technical and tactical
- Ability to deal with a wide range of players, officials and supporters
- Community (Level 1) coaching course accreditation (Level 2 'Representative' is desirable)

- Organise training and match day events
- Instruct cricket skills and team tactics through good training environments
- Provide clear instruction and feedback to the team and individual players
- Continually seek to upgrade skills and knowledge of the game
- Have an understanding of injury prevention, care and management
- Develop team morale
- Lead, follow and promote the Club and players' acceptance of the necessary Codes
 of Behaviour and values of the Club
- Lead programs and initiatives relating to and aiding the senior players
- Communicate as required with players
- Report back to the 'Senior Steering Sub-Committee' to address matters relating to the senior playing group from key stakeholders such as Captains and the playing group themselves
- Responsible with captains, for the timely collection of subscriptions, including assisting the Committee in the chasing of late payers
- Encouraging Club members to be involved in social and voluntary activities, and lead by example
- Provide guidance and decision-making to team selections each round

- Act as a figurehead of the Club to players
- Where applicable, provide leadership to both the team(s) they are involved in, and the Club overall
- Maintain harmonious relations between the respective league captains

(k) Junior Coach

Reports

- Junior Steering Sub-Committee
- Vice President Juniors
- Management Committee
- Barossa and Light Cricket Association
- South Australian Cricket Association

Desired Skills

- Leadership and organisation
- Ability to analyse, study, plan and assess the individual and game as it develops
- Effective communicator to young people
- Knowledge of cricket skills technical and tactical
- Ability to deal with a wide range of players, officials and supporters
- Community (Level 1) coaching course accreditation (Level 2 'Representative' is desirable)

- Organise training and match day events for their appointed grade
- Instruct cricket skills and team tactics through good training environments
- Provide clear instruction and feedback to the team and individual players
- Continually seek to upgrade skills and knowledge of the game
- Have an understanding of injury prevention, care and management
- Develop team morale
- Lead, follow and promote the Club and players' acceptance of the necessary Codes
 of Behaviour of the Club
- Lead programs and initiatives relating to and aiding their Junior squad
- Communicate as required with players
- Report back to the 'Junior Steering Sub-Committee' to address matters relating to the junior playing group from key stakeholders such as parents and the playing group themselves.
- Encouraging Club members and parents/guardians to be involved in social and voluntary activities, and lead by example
- Act as a figurehead of the Club to players and parents
- Where applicable, provide leadership to both the team they are involved in, and the club overall
- Work with the Senior Coach, other coaches and the Vice President Juniors to ensure training environments provide skill development and transition to senior playing opportunities

Provide opportunities for all Juniors to participate meaningfully

5.2 Other Coordinator Role Portfolios

Position descriptions for the below Coordinator roles can be found below or in Appendix A of the master by-laws document.

- Child Safe Officer
- Female Cricket Coordinator
- Deputy Junior Coordinator
- Cricket Blast Coordinator
- Sponsorship Coordinator
- Bar & Canteen Manager
- Social Media Coordinator
- Fundraising & Events Coordinator
- Head of Cricket
- Life Member Liaison
- Turf Pitch Management Team / Head Curator

(a) Child Safe Officer

Reports

- President
- Vice President Juniors
- Junior Steering Sub-Committee
- Management Committee

Purpose

- Implement best practice child safe policies
- Act as a positive role model

Key Roles & Responsibilities

- Coordination of volunteer Working with Children Checks through the SA Government
 Department of Human Services Screening Unit Organisation Portal
- Ensure Club is implementing best practice from key policies relating to the Australian Cricket and South Australian Cricket Association Child-Safe Framework
- Ensure appropriate signage is displayed around the Club
- Support the 'Junior Steering Sub-Committee' to address matters relating to the Junior playing group from key stakeholders such as Coaches, Captains and the playing group themselves.

(b) Female Cricket Coordinator

Reports

- President
- Vice President Juniors
- Vice President Seniors
- Management Committee

Purpose

- To drive female engagement in playing and coaching throughout the Club
- Act as a positive role model

Key Roles & Responsibilities

- Coordination and promotion of all-female teams within the Club through community and/or school engagement
- Ensure the Club maintains the playing pathway for females from Cricket Blast through to Seniors
- Assist Coaches in Junior/Senior teams by ensuring all female teams are well resourced and promoted
- Liaise with the SACA and relative Association to determine best outcomes for participation for Junior and Senior female players
- Support the 'Senior Steering Sub-Committee' to address matters relating to the Senior female playing group from key stakeholders such as Coaches, Captains and the playing group themselves

(c) Deputy Junior Coordinator

Reports

- Vice President Juniors
- Management Committee
- Barossa and Light Cricket Association
- South Australian Cricket Association

Skills Required (Desirable)

- Have a good working knowledge of the Club, Constitution and By-Laws
- Have a good working knowledge of the Australian Cricket pathway and importance of Cricket Blast and Junior male and female playing opportunities
- Ability to delegate
- Be approachable
- Experience in a leadership role
- Well-developed decision-making skills
- Experience with planning and operations
- Ability to manage and negotiate successfully between members and lead meetings
- Dedicated Club person
- Be receptive to change

Key Roles and Responsibilities

Provide assistance to the Vice President – Juniors where required

- Facilitate planning of programs and initiatives relating to and aiding the junior playing group
- Provide recommendations to the Vice President Juniors for appointments of coaches and (if applicable) captains and ensuring that nominated teams are adequately resourced and supported throughout the season
- Assisting Registrar & Property Officer with administration of junior player registrations through PlayHQ
- Lead communication as required with parents and players
- Promote policies, Codes of Behaviour and Club values as adopted by the Club to the Junior playing group and their parents/guardians
- Support the 'Junior Steering Sub-Committee' to address matters relating to the Junior playing group from key stakeholders such as Coaches, Captains and the playing group themselves

(d) Cricket Blast Coordinator

Reports

- Vice President Juniors
- Management Committee
- South Australian Cricket Association

Skills Required (Desirable)

- Complete (at minimum) the Cricket Blast Coordinator online training
- Be patient, fun and approachable for young children to get their best first experience of cricket
- Have a good working knowledge of the Australian Cricket pathway and importance of Cricket Blast and Junior male and female playing opportunities
- Experience in a leadership role
- Well-developed decision-making skills
- Ability to communicate to parents/guardians
- Dedicated Club person
- Be receptive to change or transition new coordinators

- Deliver the entry-level Cricket Blast program for the Club (in Term 4 and Term 1, generally for 10 weeks in total
- Promote the Cricket Blast program and make meaningful connections with local schools
- Communicate with parents/guardians before, during and after the program and provide as much information as possible to keep their children in the Club Junior pathway
- Assist Registrar & Property Officer with administration of Cricket Blast participants through PlayHQ
- Promote policies, Codes of Behaviour and Club values as adopted by the Club to the Junior playing group and their parents/guardians

 Support the 'Junior Steering Sub-Committee' to address matters relating to Cricket Blast from key stakeholders such as parents/guardians and the playing group themselves

(e) Sponsorship Coordinator

Reports

- President
- Treasurer
- Management Committee

Skills Required (Desirable)

- Innovative thinker
- Knowledge of existing and potential partnership opportunities
- Organised and ability to meet deadlines
- Strong ability to ensure agreements are met
- Well-developed decision-making skills
- Ability to communicate to a wide range of stakeholders
- Dedicated Club person
- Be flexible and receptive to change

Key Roles and Responsibilities

- Coordination and communication between all Club sponsors
- Keep a record of all current sponsorship agreements
- Ensure all agreements regarding signage and other promotional channels are met in line with relevant sponsorship tiers
- Ensure all sponsors feel supported and thanked by the Club by supporting through purchases (particularly working with Bar and Canteen Manager) providing certificates of appreciation or other items and any other initiatives to strengthen the partnership
- Review and develop sponsorship packages when existing ones are due for renewal

(f) Bar & Canteen Manager

Reports

- President
- Treasurer
- Management Committee

Skills Required (Desirable)

- Responsible Service of Alcohol
- Be organised and have the ability to delegate
- Knowledge of existing sponsorship agreements
- Honesty

- Well-developed decision-making skills & ability to find value for money
- Dedicated Club person
- Be flexible and receptive to change
- Innovative thinker

Key Roles and Responsibilities

- Maintain food and beverage stock levels in all Club bar and/or canteen facilities
- Be innovative when it comes to creating new revenue streams
- Use Club sponsors as primary suppliers
- Create, review and/or update/maintain pricing and advertising signage
- Assist the Management Committee in ensuring all relevant volunteers have the required qualifications (RSA, food handling etc.)

(g) Social Media Coordinator

Reports

- President
- Vice President Juniors
- Management Committee
- Sponsorship Coordinator

Skills Required (Desirable)

- Ability to use social media and graphic design programs
- Ability to communicate with a diverse audience
- Proficient language and communication skills
- Be organised and plan optimal sharing times
- Knowledge of existing sponsorship agreements
- Well-developed decision-making skills & ability to represent the Club in the public domain with professionalism
- Dedicated Club person
- · Creative and innovative thinker

- Ability to use Facebook and Instagram (and other channels as required)
- Ability to create social media graphics using cloud-based software (Canva)
- Ensure whole of Club is represented in regular posts
- Adhere to Club guidelines on use of Club logos, colours, fonts and other branding considerations
- Communicate with all key groups within the Club to ensure promotion of all programs and initiatives
- Ensure sponsorship agreements are being fulfilled relative to social media
- Promote Club fixtures/results, milestones and other member/volunteer achievement to the wider community

(h) Fundraising & Events Coordinator

Reports

- President
- Treasurer
- Secretary
- Social Media Coordinator
- Management Committee

Skills Required (Desirable)

- Be organised and prioritise key initiatives
- Ability to communicate with a wide range of stakeholders
- Ability to lead a small team when required
- Well-developed decision-making skills & ability to represent the Club in the public domain with professionalism
- Dedicated Club person
- Creative and innovative thinker

Key Roles and Responsibilities

- Coordinate the planning of Club events and fundraising initiatives
- Delegating or creating a sub-committee (with approval of the Management Committee) to ensure the success of these initiatives
- Operate within approved budget for each event
- Review and create new revenue streams for the Club; try new ideas for fundraising
- Liaise with the social media coordinator for promotion of all initiatives

(i) Head of Cricket

Reports

- Senior Steering Sub-Committee
- Vice President Seniors

Desired Skills

- Leadership and organisation
- Effective communicator
- Knowledge of cricket skills technical and tactical
- Ability to deal with a wide range of players

- Assist the Senior Coach in organising training and match day events
- Assist the transition of Junior players into Senior cricket
- Actively seek new Senior players to join the Club
- Develop team morale
- Lead, follow and promote the Club and players' acceptance of the necessary Codes
 of Behaviour and values of the Club

- Assist in leading programs and initiatives relating to and aiding the senior players
- Communicate as required with players and be another point of contact for them to voice any issues
- Sit on the 'Senior Steering Sub-Committee' to address matters relating to the senior playing group from key stakeholders such as Captains and the playing group themselves.
- Responsible with captains, for the timely collection of subscriptions, including assisting the Committee in the chasing of late payers
- Encouraging Club members to be involved in social and voluntary activities, and lead by example
- Provide guidance and decision-making to team selections each round
- Act as a figurehead of the Club to players

(j) Life Member Liaison

Reports

- President
- Secretary
- Life Membership Sub-Committee
- Management Committee

Skills Required (Desirable)

- Be a Life Member of Lyndoch Cricket Club
- Have a good working knowledge of the Club, Constitution and By-Laws.
- Be organised and approachable
- Ability to communicate effectively

Key Roles and Responsibilities

- Assist the Management Committee in determining worthiness of members who are nominated for Life Membership of the Club as per the Constitution and By-Law 4.3; seeking feedback from other Life Members to assist achieving this goal
- Connect with and communicate to existing Life Members the current happenings of the Club and where possible, provide invitations to events
- Provide any recommendations to the Management Committee that will assist in strengthening the connection between past members and present members and/or the Club

(k) Turf Pitch Management Team / Head Curator

Reports

- President
- Management Committee

Skills Required (Desirable)

- Have a good working knowledge of the Club, Constitution and By-Laws.
- Be organised with time management / scheduling skills
- Ability to communicate effectively
- Knowledge in turf maintenance

- Manage the curation of the main oval turf wicket square within a small team and aid from the wider Club
- Prepare wickets for matches in line with the fixture across all grades
- Ensure safe operation of the mower, roller, scarifier and other equipment used
- Delegate tasks when required and keep record of what tasks have been completed or need doing