

RUGBY COMMITTEE ROLE RESPONSIBILITIES

<http://www.community-rugby.com/CommunityRugby/index.cfm/Fuseaction/Home.Story/StoryTypeId/104/SectionId/744/StoryId/255.cfm>

President

- Chairs or 'presides' at general meetings especially the AGM.
- Attends meetings in a neutral and uncommitted capacity.
- Acts as ambassador for the club, representing the club at external meetings
- Assists with recruitment where necessary
- May be required to undertake interviews with press / media

Vice President(s)

- Assists President with meetings and decisions
- Takes place of President if he/she is unable to attend any meeting or appointment.
- Point of contact for committee members before the President.

Chairperson

- Chairs meetings of main Management Committee
- Sets agenda and controls discussions in club meetings
- Makes decisions in consultation with other officers.
- Plays an executive role as the principal officer throughout the year. Must plan ahead and be prepared to delegate.
- Acts as a conciliator between 2 parties trying to resolve a disagreement.
- Can act as point of reference for external agencies in conjunction with the Secretary
- Ensures all Club sub committees meet regularly

Club Secretary

- Principal administration officer- the main link between members executive committees and outside agencies.
- Must have good all-round communication skills
- Nowadays must be computer literate with access to email.
- First point of contact for an outsider.
- At the forefront of the work of the organisation.
- Writes agendas and minutes in club meetings.
- May produce newsletters/publicity material if no publicity officer exists
- Organises fixtures in smaller clubs

Treasurer

- Should be financially qualified
- Must be able to prepare and set budgets and control costs
- Collects subscriptions
- Agrees/sets budgets
- Administers club accounts
- Appoints auditors if necessary
- Pays registration fees
- Organises team treasurers if necessary and collates all fees
- Prepares income and expenditure accounts and cash flow forecasts (see 4.1 Business Planning & Budgeting)

Fixtures secretary

- Point of reference between league and teams
- Books pitch(es)
- Contacts all team members regarding fixture list and individual matches

Social secretary

- Organises all club social events
- Prepares calendar and promotes events
- Books venue(s), assists with publicity

County representative

- Sits on CB committees if necessary
- Receives minutes and other communications from CB meetings
- Co-ordinates activity within the club as and when necessary

Coaching secretary

- Recruits, encourages, develops and organises training for all club coaches (see 3.6 Coaching)
- Liaises with CB and RFU on coaching courses
- Acts as point of contact for all coaching queries

Referees secretary

- Encourages, recruits, develops and organises training for all club referees
- Acts as point of contact for CB / RFU on courses

Membership officer

- Holds and continually updates data and details of all members
- Assists with recruitment and publicity
- Can assist treasurer with collecting subscriptions

Bar manager

- Responsible for ensuring bar is stocked appropriately before all matches and fixtures.
- Responsible for collecting and banking all money received behind the bar.

Junior club co-ordinator

- Chairs junior club sub committee
- Responsible for all elements of junior section (may delegate to sub committee members)
- Encourages and supports coaches to develop junior players
- Link between parents and club
- Can act as schools development officer if none exists

Schools development / liaison officer

- Committed to developing the junior section of a club
- To create links with and promote junior rugby within local schools.

Press / publicity

- To ensure that the Club has support from the local secretary community and that news of matches and results is published frequently.

Web site co-ordinator

- Develops website with links to others
- Ensures that all information on the website is accurate and up to date.
- Ensures that the website promotes and advertises events and matches in the Club.

Child protection officer

- To ensure that children and young players are provided with the highest possible standard of care by their coaches and volunteers.
- To implement a child/young player protection policy.
- To raise awareness and understanding that abuse does happen in sport and to establish communication and reporting procedures.

Women and girls

- Ensuring that as many girls as possible have the opportunity representative to play rugby in a safe and fun environment in which they learn.
- Promote and encourage Women's and Girls' Rugby.

Sub-committees can and should be formed for any of these roles as the number of tasks expands with the club. It is always easier to recruit people to half a job than a whole one!! The load must be spread and shared.