

Causeway Bay Rugby Football Club



ROLES AND RESPONSIBILITIES

CLUB CHAIRPERSON

The Chairperson is responsible for overseeing the activities of the club and the General Committee. They are responsible for the overall relationship between the club and the members and all stakeholders of the club. The Chairperson drives the club towards its purpose, vision, mission and objectives and are expected to make decisions they believe are in the best interests of the club.

RESPONSIBILITIES:

The responsibilities of the Chairperson include but are not limited to:

- Chair meetings and act as a senior committee member throughout the year, making decisions whenever the need arises, in consultation with other committee members.
- Attend meetings in a neutral and uncommitted capacity and enable the committee to have a meaningful discussion.
- Set the agenda for meetings and in conjunction with the club Secretary, ensuring it is in line with the club's constitution.
- Monitor and evaluate the progress of agreed actions – both short term and strategic.
- Constitute and resource any special working groups and ensure that their activities are reported.
- Ensure that the club structure and responsibilities are transparent and available to all members.
- Apply policies and strategies that help guide members to achieve the vision, objectives and aims of the club.
- Be involved in the club's most significant commercial arrangements as necessary.
- Represent the club in key meetings and events.
- Foster relationships at a sufficient level amongst influential citizens which are of benefit to the club.
- Report to the AGM of the club.
- Represent the club in key meetings and events.



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CLUB SECRETARY

The Secretary is responsible for overseeing all correspondence of the club and maintaining required records, licences, minutes, deliberations, and compliance of the club. They are required to maintain strong communication with all members of the General Committee and club.

RESPONSIBILITIES:

- The responsibilities of the Secretary include but are not limited to: • Responsible for the day-to-day business and administration of the club.
- Ensure all relevant documents are recorded and well organised.
- Maintain up to date contact details of committee members, staff, members and other key personnel related to the club.
- Manage and ensure action on club correspondence including legal and insurance matters.
- Liaising with the Chairperson, organise club meetings, including General Committee meetings and the AGM.
- Ensure all committee meeting are recorded and actioned, and minutes are circulated in a timely manner to all members of the committee.
- Ensure the club adheres to its permitted activities as described in the Constitution.
- Review governing documents and procedures to ensure the practice of good governance within the club.
- Help prepare and submit any statutory documents that are required



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CLUB TREASURER

The Treasurer is responsible for overseeing all financial and monetary matters of the club and its associated activities. They will keep a record of the transactions going in and out of the club and ensure that funds are spent appropriately.

RESPONSIBILITIES:

- The responsibilities of the Treasurer include but are not limited to:
- Responsible for the management of the club finances in accordance with the decisions of the General Committee.
- Provide a financial perspective on committee decisions to ensure that the financial consequences of any decisions are communicated and understood by committee members.
- Report regularly to the committee on the financial position of the club and make recommendations on financial matters.
- Collect subscriptions and all money due to the club, ensuring all cash and cheques are promptly lodged to club's account(s).
- Authorise the club's payments for processing as one of two signatories.
- Keep up to date records of all financial transactions and ensure funds are spent properly.
- Financial planning including producing an annual budget and monitoring it throughout the year.
- Prepare a report for members at the club AGM summarising the financial performance of the club and identifying key developments for the future.
- Help prepare and submit any statutory documents that are required.