



SHELFORD RUGBY CLUB

Committee Structure

1. Introduction

- 1.1 Following discussion at a meeting of the Club's General Committee on 23rd July 2018, the following committee structure will be adopted with immediate effect.
- 1.2 Appendix 1 provides a summary of the new structure and Appendix 2 includes the current membership of each new committee.
- 1.3 The Club's Rules and Constitution will be updated to reflect these changes as soon as possible. The updated Rules and Constitution will also include descriptions of the roles of all the different committees and role descriptions for all committee members. The revised Rules and Constitution will be circulated widely for comment.

2. The Board

- 2.1 The current 'Executive Committee' will be replaced by a 'Board' made up of the Directors of Shelford Rugby Ltd. Current Board members (Chairman, President, Honorary Secretary) are elected or re-elected by the full membership at each AGM.
- 2.2 The Board might choose to appoint additional members as Directors of Shelford Rugby Ltd and, therefore, appoint them to the Board. Such appointments will need to be approved by the General Committee prior to appointment.
- 2.3 The Board will be chaired by the Chairman.
- 2.4 The Board will meet as often as required.

3. General Committee

- 3.1 The General Committee will be responsible for all aspects of the day-to-day running of the Club for the benefit of members.
- 3.2 The membership of the General Committee is summarised in Appendices 1 and 2.
- 3.3 The General Committee will report to the Board.
- 3.4 The General Committee will meet at 19:30 on the second Tuesday of each month, making the Committee more visible and accessible to members and players.
- 3.5 The General Committee will be chaired by the Chairman.

3.6 All members of the General Committee must be members of Shelford Rugby Club.

4. Working Committees

4.1 There will be six Working Committees which will focus on particular areas of work within the Club.

4.2 The proposed membership for each Working Committee is outlined in Appendices 1 and 2.

4.3 Each Working Committee will report to the General Committee.

4.4 The Chair of each Working Committee will be appointed by the General Committee.

4.5 There is an expectation that the Chair of each Working Committee will attend each meeting of the General Committee. If a Working Committee Chair is unable to attend a meeting of the General Committee then a replacement should be appointed to attend the meeting.

4.6 Working Committees will normally meet monthly or at the discretion of the Chair.

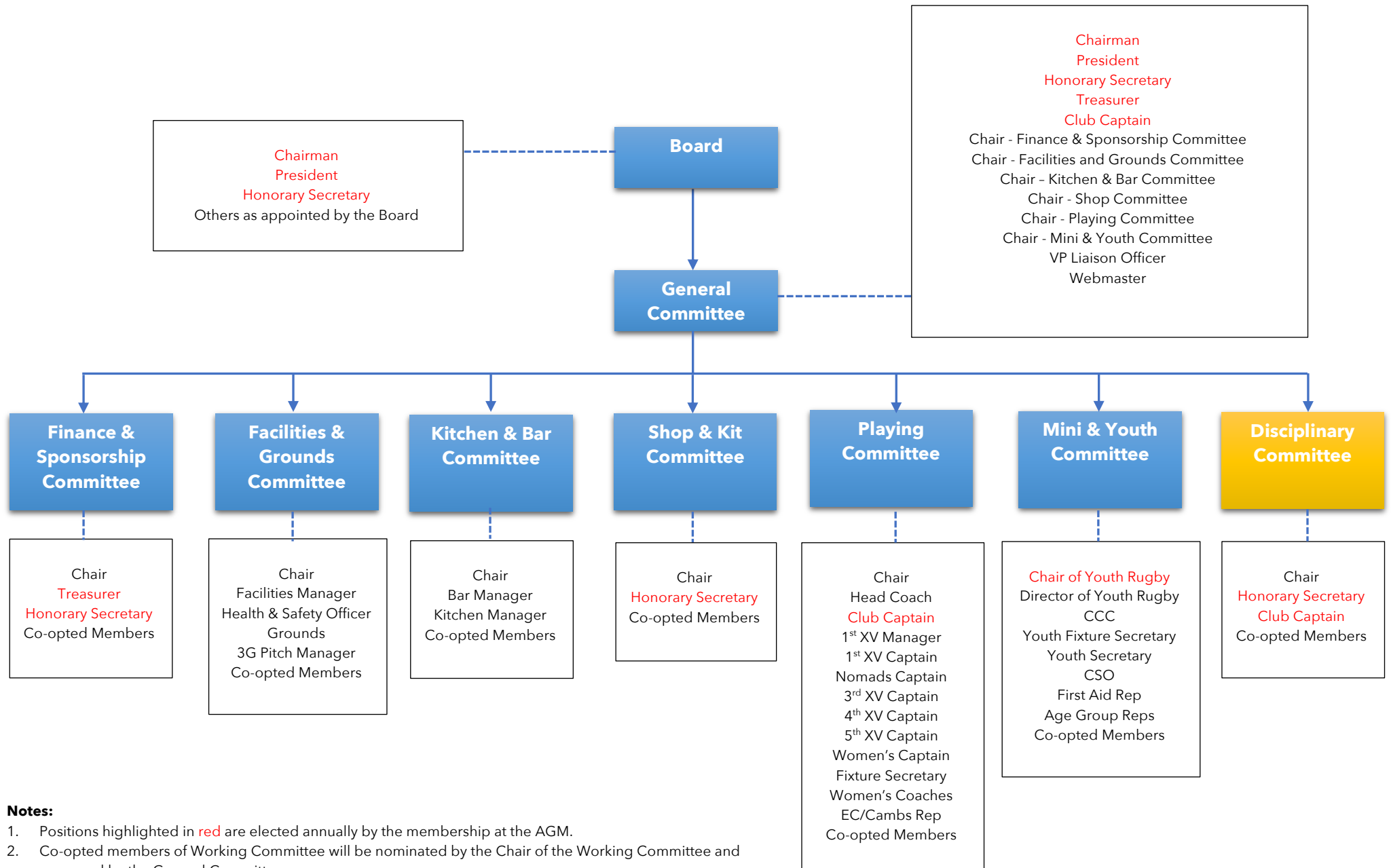
4.7 Chairs of Working Committees are responsible for planning Working Committee meetings and maintaining notes/minutes from those meetings. These tasks might be delegated by the Chair.

4.8 All members of Working Committees must be members of Shelford Rugby Club.

4.9 Members of the Board can attend any meeting of a Working Committee.

4.10 In addition to the six Working Committees, there will be a statutory Disciplinary Committee that will continue to deal with all on and off-pitch disciplinary issues.

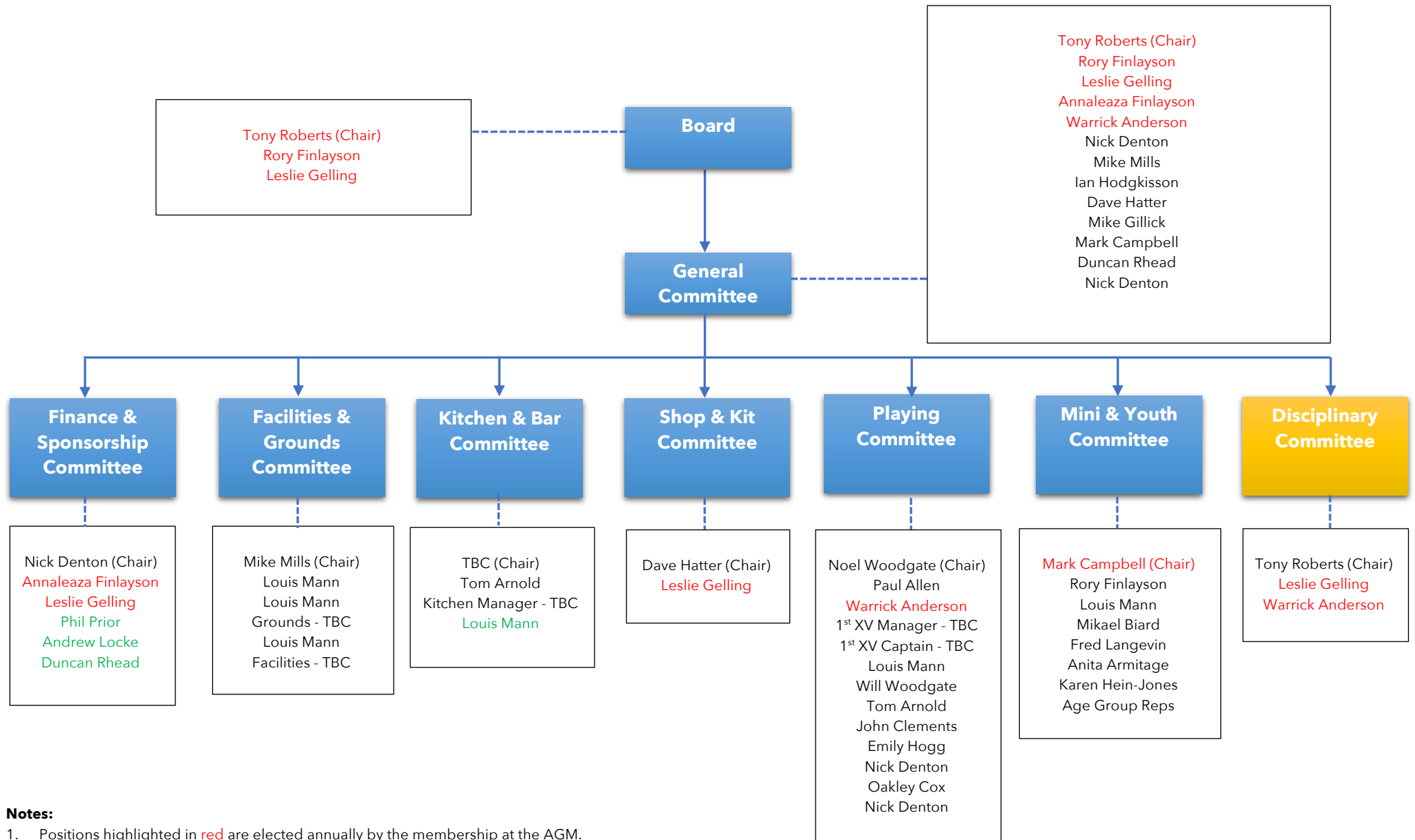
Appendix 1: Committee Structure



Notes:

1. Positions highlighted in red are elected annually by the membership at the AGM.
2. Co-opted members of Working Committee will be nominated by the Chair of the Working Committee and approved by the General Committee
3. Board members can attend any Working Committee meeting.

Appendix 2: Committee Structure and Current Membership



Notes:

1. Positions highlighted in red are elected annually by the membership at the AGM.
2. Co-opted members of Working Committee will be nominated by the Chair of the Working Committee and approved by the General Committee.
3. Individuals highlighted in green are co-opted members.
4. Board members can attend any Working Committee meeting.