

## **President**

### **What you can do for the club:**

- Guide, support and advise other committee members on club matters
- Attend the AGM and committee meetings
- Encourage and support players by attending all team games (or ensure someone represents you)
- Make sure visiting club officials are made welcome at all home games
- Organise former player reunions

### **The Role**

As the figurehead of the club, you will:

- Be the welcoming face of the club
- Set an example that influences the way the club is perceived
- Represent the club at internal and external functions
- Work alongside the Club Chairperson to help smooth the administration
- Provide impartial advice based on your broad experience

## **Honorary Chairperson**

### **What you can do for the club:**

- Provide the vision, leadership and business plan to develop the club for the benefit of all
- Form a team around you so that all Officer/Committee positions are filled
- Instigate succession planning, so that your club is never without volunteers in key roles
- Provide leadership to your team on all aspects of the club from playing to fundraising and social activities

### **The Role**

- Chair Management Committee meetings, Emergency Committee Meetings and Special/Annual General Meetings
- Make sure the club is represented at the RFU AGM and local Constituent Body (CB) meetings
- Prepare the Annual General Report with the Honorary Secretary

## **Honorary Secretary**

### **What you can do for the club:**

- Provide an efficient administration service to the club
- Ensure the club functions smoothly and effectively
- Be the main communication link between internal and external stakeholders, including the Committee, sub-committees, club members, other clubs and leagues

### **The Role**

- Manage and record all inward and outward club correspondence, making sure the necessary actions are followed up
- Manage legal and insurance matters
- Provide the necessary details to the RFU
- Maintain the records of club members and former members
- Distribute the right paperwork to the right people in the club
- Organise the AGM, Management Committee and club meetings, preparing agendas and paperwork, and taking minutes

## **Honorary Treasurer**

### **What you can do for the club:**

- Look after the club's finances to make money work for the club
- Know exactly where the club stands financially at any time
- Review and recommend financial policies for the club to ensure fairness and equality of opportunity eg reimbursement of out of pocket expenses

### **The Role**

Reporting to the management committee you will:

- Plan and monitor a budget each year
- Prepare and present the accounts for the end of year financial report
- Deposit money and issue receipts promptly
- Keep accurate records of all transactions
- Make sure the club has paid relevant affiliation fees
- Monitor membership subscription income and co-ordinate FROTH income

## **Fixtures Secretary**

### **What you can do for the club:**

- Take responsibility for organising league, cup and friendly matches for all the teams at the club
- Make sure the fixtures provide the right standard of rugby, reflecting the needs of your club

### **The Role**

- Handle any fixture queries throughout the season
- Supply fixture lists to the RFU, Referees societies and other relevant agencies
- Confirm fixtures with opponents, two weeks before the game
- Ensure visiting teams are provided with kick-off times, directions to the ground, complimentary match tickets (where applicable)

## **Communications & Marketing Manager**

### **What you can do for the club:**

- Create and/or update and maintain a dynamic website and social media sites to showcase the club
- Ensure up-to-the-minute information is available and presented professionally for visitors
- Make it easy for visitors to find the information they are looking for

### **The Role**

- Ensure club events are well publicised on the site
- Regularly update the news stories on the front page of the site, so that it feels fresh when regular users land on it
- Ensure the fixtures and results section is kept up to date
- Complete match reports for all games and ensure playing statistics are accurate
- Update social media frequently, to ensure followers know what is happening at the club
- Ensure the site complies with the code of conduct and reflects the values of the game

## Social Secretary

One of the defining features of Black Horse rugby is its social element. It's fundamental to enjoying the game and building team spirit. As Social Secretary, you are the glue that brings and binds people together. It requires great personal skill and charm, knowledge of the game and the club that's both wide and deep, plus a genuine desire to get everyone involved.

### What you'll get out of it:

Apart from a much bigger contacts book, you'll be helping shape the character and future of the club. You'll be bringing the players, officials, FROTH members and club members together in ways that will improve the way the club runs – and add an extra dimension to their lives. I think this hugely valuable experience will have currency in any occupation.

### Ideally, you'll need to be:

- Enthusiastic, sociable and motivated
- Committed to the club
- A good and easy communicator
- Able to organise everyone
- Able to creatively include all areas of the club

### What you'll do:

- Create an annual 'social calendar' and agree a budget for events
- Organise club functions including pre-season and end of season events and the Christmas party
- Book venues and entertainment
- Motivate members to attend club events
- Promote healthy participation in a fun club

## Player Representative

### What you can do for the club:

- Ensure the voice of playing members of the club is heard by the committee

### The Role

- Attend and participate in monthly committee meeting
- Collect and share views of the playing members when needed

## Club Captain

The Club Captain is a role model at any club. You are the link between the players and the administration. Representing the views of players, and taking responsibility for their performance on and off the field, your advice and guidance should promote their interests in the development and direction of the club. Above all this is an extremely enjoyable and respected post – the highpoint of any playing career. The administrative and people skills you'll develop are transferable to any walk of life, and as a representative of younger people's views in the game, you'll get the satisfaction of doing something truly worthwhile.

## Vice-Captain

You are the right hand man of the captain, delivering all of the above qualities and stepping in when the captain is unavailable