



Aireborough R.U.F.C.

Committee Structure & Governance

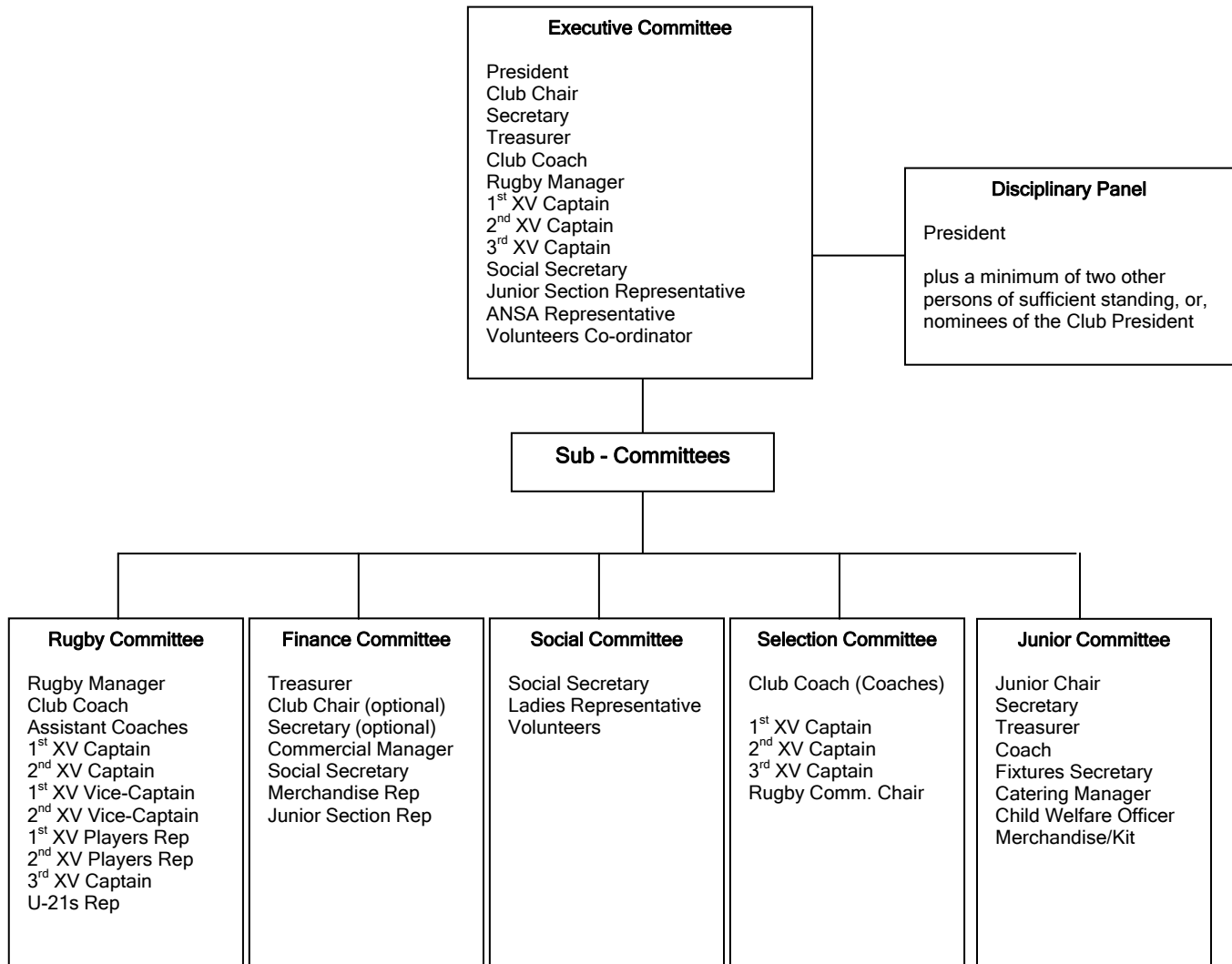
2005-06

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1. Committee Structure and Membership

1.1 Committee Structure Chart



1.2 Non-committee Roles

- Fixtures Secretary
- Referees Secretary
- Press Officer
- Schools Liaison Officer
- Web-site Co-ordinator

2. Roles and Responsibilities

2.1. President

Should be respected throughout the local rugby community

- Chairs and presides at AGM and EGMs if called
- Attends Executive Committee meetings
- Acts as ambassador for the club
- Represents club at external meetings

2.2. Club Chair

Should be respected throughout the club

- Chairs Executive Committee meetings
- Sets agenda and controls discussions at club meetings
- Makes decisions in consultation with other club officials
- Plays an executive role as the principal officer throughout the year
- Delegates responsibilities / actions for the general well being of the club
- Acts as conciliator between club members trying to resolve a disagreement
- Ensures sub-committees meet regularly and accomplish their goals

2.3. Secretary

Should have administrative skills and be PC literate

- Principal administration officer
- Main link between club and outside agencies / third parties
- Responsible for communications to members
- Writes agendas and minutes in club meetings
- Receives and responds to club mail
- Maintains membership / contact details database

2.4. Treasurer

Should have financial acumen and be PC literate

- Manages clubs accounts and finances
- Responsible for collection of subscriptions / fees from club members
- Responsible for payment of all club registration fees, insurance and day-to-day expenses
- Agrees and sets budgets
- Submits club's accounts to the relevant administrative bodies (RFU, YRFU)
- Investigates opportunities to raise funds through grants, local authorities etc.

2.5. Commercial Manager

Background in sales/marketing preferable

- Responsible for fund raising through club sponsorship
- Responsible for collection and renewal of sponsorship funds
- Formulate sponsorship proposals
- Liaise with Treasurer and Merchandise co-ordinator to agree proposals and ensure sponsors requirements are met
- Invite sponsors to club events as deemed appropriate

2.6. Fixture Secretary

Knowledge of league structure and fixture history essential

- Recipient of league/cup fixture details from YRFU
- Responsible to fill fixture 'gaps' for 1st XV and all 2nd XV fixtures
- Contact point for other clubs for cancelled/rearranged fixtures
- Liaise with team captains re cancelled/rearranged fixtures
- Ensure referee availability for home fixtures

2.7. Rugby Manager

Organisational skills and knowledge of equipment & facilities required

- Attend Rugby Committee meetings
- Represent the Rugby Committee on the Executive Committee
- Responsible for the maintenance of all playing/training equipment
- Responsible for the requisition of all rugby equipment and playing kit (liaising with the Hon. Treasurer as appropriate)
- Responsible for ensuring that appropriate playing equipment is available and accessible to all teams on match days
- Undertake the "officer of the day" role for one team on match days
- Where requested, attend Selection Committee meetings

2.8. Press Officer

Communication and reasonable IT skills necessary

- Co-ordinate submission of match reports to local press
- Build a list of local media contacts
- Manage or assist with production of promotional and other material, e.g. match day programmes, photographs, publicity flyers etc.
- Maintain a record of press cuttings

2.9. Junior Chair

Should be respected throughout the club

- Chairs Junior Section Committee meetings
- Sets agenda and controls discussions at Junior Section meetings
- Makes decisions in consultation with other Junior Section officials
- Plays an executive role as the principal officer of the Junior Section throughout the year
- Delegates responsibilities / actions for the general well being of the Junior Section
- Acts as conciliator between Junior Section members trying to resolve a disagreement
- Represents or delegates representation for the Junior Section on the Executive Committee

2.10. Child Welfare Officer

Sound understanding of child protection issues and policies required

- Ensure the club has a Child Protection Policy and implementation plan
- Ensure Codes of Conduct are well publicised and adhered to
- In consultation with the County Welfare Officer ensure all reported incidents are managed at the appropriate level in line with RFU procedures
- Ensure all relevant club members are aware of training opportunities
- Ensure all parents are aware of the club policy on Child Protection and the correct protocols for voicing concerns
- Be aware of local Social Services and Area Child Protection Committee contacts
- Sit on relevant committees

3. Committee Terms of Reference

3.1. Executive Committee

Chair - Club Chairman

Meeting Frequency - 1st Wednesday Monthly

- Formulate short term strategy
- Decide policy
- Take decisions
- Make recommendations
- Receive reports from sub-committees
- Co-ordinate and delegate tasks to sub-committees
- Delegate authority to sub-committees
- Invoke disciplinary procedures
- Provide steer and club policy to joint club representatives

3.2. Rugby Development Committee

Chair - Elected by Rugby Committee (currently Club Chairman)

Meeting Frequency - Quarterly

- Formulate the medium/long term strategy for the club
- Maintain a "living" Development Plan
- Assign ownership of the strategic agenda
- Communicate the development strategy and progress to club members

3.3. Rugby Committee

Chair - Elected by Rugby Committee

Meeting Frequency - discretionary

- Selection policy/governance
- Player availability and selection communication management
- Coaching strategy
- Training arrangements/facilities
- Player recruitment
- Formulate & plan initiatives to develop & improve rugby standards
- Represent players views on Executive Committee

3.4. Finance Committee

Chair - Club Treasurer

Meeting Frequency - discretionary

- Receive & discuss monthly financial summary
- Define financial policy
- Sponsorship recruitment & management
- Agree social event budgets
- Set social committee financial targets
- Fundraising initiatives

3.5. Social Committee

Chair - Club Social Secretary

Meeting Frequency - monthly on date decided

- Plan social calendar of events
- Co-ordinate social events
- Co-ordinate annual pantomime
- Promote & publicise social events
- Co-opt additional committee members

3.6. Selection Committee

Chair - Club Coach

Meeting Frequency - Weekly during playing season

- Adopt selection policy/governance defined by Rugby Committee
- Select teams
- Communicate selection to players

3.7. Junior Committee

Chair - Junior Section Chair

Meeting Frequency - Last Monday Monthly

- Formulate strategy & welfare policy
- Development plan
- Take decisions
- Make recommendations

3.8. Disciplinary Panel

Chair - Club President or Club Chairman

Meeting Frequency - when requested by Executive Committee

- Receive requests to hold disciplinary hearings from Executive Committee
- Hold disciplinary hearings
- Make recommendations on disciplinary actions to Executive Committee
- Communicate disciplinary action to appropriate club members