

Our Ref: RH/AGM 2020/Lett 1  
4 May 2020



**To: Secretaries of Full Member and Associate Clubs  
Secretaries of Associate Bodies  
Members of Scottish Rugby Council and Scottish Rugby Board  
Past Presidents  
*Distribution by Email***

Scottish Rugby Union Limited  
BT Murrayfield  
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scottishrugby.org

Dear Sir/Madam

I write with regard to the matters set out below:

## **1 Annual General Meeting 2020**

Scottish Rugby's 2020 Annual General Meeting was originally scheduled to be held on **Saturday 15<sup>th</sup> August 2020** at BT Murrayfield Stadium.

However, as a result of the restrictions imposed by the UK and Scottish Governments due to the Covid19 outbreak and the consequent lockdown, social distancing and public safety measures applied, there is no certainty at the moment that the Annual General Meeting can or will be held on that date.

**But we would ask that you hold that date in your diaries meantime, nevertheless, in case the situation changes.**

The Council and Board are committed to ensuring that the business which would normally be conducted at the Annual General Meeting is still dealt with, whether through holding the AGM at a later date when restrictions have been lifted, or by holding the AGM in some other way.

Further information will follow as soon as the position on resumption of meetings and larger gatherings becomes clear and alternative ways of proceeding, including having a "virtual" meeting, have been examined. Council members are taking soundings and suggestions from forums and clubs. Further information will follow in due course.

**In the meantime, please do still submit any nominations or motions that you wish to be included in the business of the meeting so that we have this available for whenever a meeting can take place.**

Further information and guidance on how to do so is given below.

## **2 Election of President and Vice-President**

The 2018 AGM elected Ian Barr as Vice President for the following two years. The 2020 AGM or equivalent (whenever held) will be asked to ratify Ian as the Union's President for 2020/21 and 2021/22.

Subject to that ratification by members, a vacancy for the office of Vice-President will arise. Nominations are therefore sought for the position of Vice-President, to serve for the two year term 2020/21 and 2021/22. Candidates must be a member of either a Full Member or an Associate club.

Nominations must be submitted in writing. In the present circumstances **an emailed pdf is requested by 5pm on 31<sup>st</sup> May 2020.**

Applications must be dated and signed by the Secretary of the Full Member clubs proposing and seconding, and must be on club headed notepaper.

In addition to the letters from their proposer and seconder, each candidate must also provide:-

- (a) appropriate letters or forms (specimen enclosed) signed by the Secretaries of ten additional Full Member clubs signifying their satisfaction as to the suitability of the candidate to be elected to the office of Vice-President; and
- (b) their curriculum vitae (one sheet and no more than 350 words - specimen form enclosed).

Emailed PDFs of the supporting letters or form bearing the required signatures will be acceptable.

Candidates must consent to the publication of their curriculum vitae on the Union's website for a suitable period prior to the election.

### 3 Other Elections

#### (A) National 1, National 2 and National 3 Representatives on Council

At the 2020 AGM or equivalent the above Council Members will complete their current terms on Council. The relevant Forum Secretaries will conduct an election in accordance with the [Council Election Rules](#) in advance of the AGM in order to fill the positions.

#### (B) Casual Vacancies on Council

Elections will also be organised by the Secretary of the relevant Forums in order to fill any casual vacancies arising on Council.

Full details of the elections being conducted can be found at the [AGM section](#) of the Scottish Rugby website.

### 4 Nomination of Clubs for Full Membership of the Union

Nominations for Full Membership of the Union are required to reach Scottish Rugby by **5pm on 31<sup>st</sup> May 2020**. Associate Member clubs seeking Full Membership must be duly proposed and seconded by two Full Member clubs in the Area in which the Associate club is situated, and the Associate club must fulfil all of the qualifications set out in Bye-Law 6.1, as set out below, and provide details of having done so.

#### Extract from SRU Bye Laws

##### **Qualification for New Full Members**

- 6.1. No Associate Club shall be eligible for Full Membership of the Union unless it has all the following qualifications:-
  - 6.1.1 unbroken Associate Membership of the Union for a period of not less than three years.
  - 6.1.2 ownership or satisfactory tenure of, or the right to use a ground with adequate facilities.
  - 6.1.3 membership of not less than fifty covering a period of not less than three years immediately prior to nomination.
  - 6.1.4 playing in a league for three full seasons (excluding age group leagues) and which league is designated as a qualifying league for the purpose of this Bye-Law by the Scottish Rugby Board.

The letters from the proposing and seconding clubs must be in writing (an emailed pdf is requested), be dated and signed by the club Secretary and be on club headed notepaper.

### 5. AGM Motions

Under Bye-Law 18, Motions for the AGM must be given to Scottish Rugby by 31 May 2020.

A Full Member Club or Associated Body wishing to submit a Motion should provide notice of the Motion (and the wording of the Motion itself) in writing and signed by the Secretary of the Full Member Club or Associated Body proposing the Motion, together with:

- (a) confirmation in writing signed by the Secretary of another Full Member Club or Associated Body **as seconder**;  
**AND**
- (b) confirmation in writing signed by the Secretaries of **10 additional** Full Member Clubs or Associated Bodies signifying their support for the Motion.

Motions may be submitted by letter but in the present circumstances an emailed pdf is requested, and **should be submitted by 5pm on 31<sup>st</sup> May 2020 to the following email address:**

[robert.howat@sru.org.uk](mailto:robert.howat@sru.org.uk).

Motions will then be circulated as required by the Bye-Laws, with the opportunity then to propose amendments. Further guidance on how to do so will be provided at that time.

**6. Papers for the AGM**

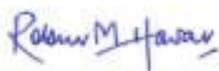
The papers for the AGM or equivalent meeting (whenever held) will be available from the Scottish Rugby website in due course.

Further information and the rules relating to elections, resolutions, voting and business at the AGM can be found within the [SRU Bye-Laws](#), which are available on the Scottish Rugby website via the following link:

<https://www.scottishrugby.org/rules-and-regulations/governance-rules/>

Finally, it may well be that some Clubs/Associated Bodies may wish further information with regard to the above, in which case please do not hesitate to contact Scottish Rugby's Head of Regulation, Graham Ireland (E: [graham.ireland@sru.org.uk](mailto:graham.ireland@sru.org.uk); M: 07764 178932).

Yours sincerely



**Robert Howat**  
Secretary

**Please note that all AGM correspondence can be found on the [AGM 2020](#) section of Scottish Rugby website.  
Go to: About Scottish Rugby → Governance → AGM**

SCOTTISH RUGBY UNION  
**CURRICULUM VITAE OF CANDIDATE FOR OFFICE OF  
VICE PRESIDENT OF THE SCOTTISH RUGBY UNION**

**Name of Candidate (Print):**

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**Position Sought:**

Vice President

**Club:**

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**Postal Address:**

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**Phone Number:**

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**Email Address:**

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I confirm that I meet the criteria for candidates for the office of Vice President of the Scottish Rugby Union as set out in the Bye Laws of the Union. I confirm that I have read the Role Descriptions provided in respect of the office of President and Chair of Council.

I hereby consent to the following curriculum vitae being published on the Union's website. (See overleaf for CV Form)

**Signature of candidate:**

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**Date:**

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CANDIDATE NAME : \_\_\_\_\_

**RUGBY CURRICULUM VITAE** (*not more than 350 words*)

Name (Print) : \_\_\_\_\_ Date: \_\_\_\_\_

SCOTTISH RUGBY UNION

**NOTIFICATION OF CANDIDATE'S SUITABILITY FOR OFFICE OF VICE-PRESIDENT OF THE SCOTTISH RUGBY UNION**

**Name of Candidate:**

**Candidates Club:**

We hereby confirm that in our view the above candidate is a suitable person to be elected to the office of **Vice President** of the Scottish Rugby Union.

<b>Club Name (Print)</b>	<b>Name (Print)</b>	<b>Position in club</b>	<b>Signature</b>	<b>Date</b>

Note

1. Candidates require a Proposer, a Secunder and ten Supporters (twelve Clubs in total). All twelve clubs must be Full Members of the Union.
2. The Proposer and Secunder must provide a letter of support on headed paper, signed by the Club Secretary. If more than two such letters are received then the additional letters shall be treated as Supporters and count towards the requirement for ten supporters.
3. Supporters may as an alternative use the form above. The form must be signed by a current senior official within the Club, preferably the Club Secretary.
4. **The form(s) must be returned (emailed pdf preferred) to the SRU Head of Regulation, Graham Ireland ([graham.ireland@sru.org.uk](mailto:graham.ireland@sru.org.uk)) by 31<sup>st</sup> May 2020.**

## **Role Profile : President of the Scottish Rugby Union**

**Location** BT Murrayfield

**Duration** Electoral Term

**Remuneration** Voluntary role

### **Purpose of Job**

Required to operate outwith the politics of the game to promote the Scottish Rugby Union and the game.

### **Key Accountabilities**

- To promote the Scottish Rugby Union and game of rugby in Scotland and be an ambassador for the Union as required.
- To serve as Chair and as a member of the Scottish Rugby Council
- To attend any appropriate rugby related meetings within Scotland
- To accept suitable invitations and also suggest attendance at relevant functions/events subject to discussion with the Scottish Rugby Board Chairman and or Council being mindful of budgetary restrictions (a nominal budget should be agreed at the commencement of the President's tenure)
- To seek support and advice from key employees and colleagues within Scottish Rugby as required to ensure that questions and presentations can be addressed accurately and comprehensively

### **Key Performance Areas**

To operate within the requirements of the Scottish Rugby Code of Conduct

### **Key Contacts**

Chairman of the Board

Chief Executive

Board and Council members

Clubs and their representatives

Scottish Rugby employees as required

Relevant external organisations e.g. Scottish Executive, Local Authorities, etc.

### **Additional Roles**

The President also acts as Chair of the Council and, in that capacity, sits on the Board as a non-executive Director.

### **Competencies**

#### **Effective Communication**

- Communicates in a manner which builds confidence in our ability to deliver as an organisation
- Communicates in a positive manner
- Communicated to the right people, in the right style, at the right time.

#### **Facilitating Change**

- Identifies realistic opportunities to improve practices.
- Develops new and innovative solutions
- Actively influences others to take responsibility for quality and continuous improvement.

#### **Planning and Organising**

- Prioritises workload effectively

- Identifies short & long term priorities and objectives
- Identifies issues which may prevent goal achievement and makes plans to avoid this.
- Makes use of systems to manage own time & activities of others as appropriate.

### Team Working

- Willingness and ability to work co-operatively & supportively with colleagues.
- Develops positive, open working relationships in order to solve problems & ensure best outcomes.

### Personal Accountability

- Demonstrates a committed, positive approach to work & colleagues.
- Takes responsibility for decisions & actions taken.
- Follows through on commitments.

## Person Specification

### Role Title: President

Factor	Essential	Desirable
<b>Qualifications &amp; Attainments</b>	<ul style="list-style-type: none"> <li>• Affiliation with a member club / Associate Body, in line with election rule requirements.</li> </ul>	
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• A broad knowledge of the club game in Scotland.</li> <li>• a sound knowledge of most aspects of the game of rugby.</li> <li>• substantial experience and service on a club committee preferably to the level of President</li> <li>• an ability to augment the work of the Council and Board through professional, career, or work experiences</li> <li>• experience of presenting and/or making speeches to various audiences and the ability to convey specific messages in a clear, articulate manner.</li> <li>• Experience of networking and building relationships across a variety of groups as well as facilitating relationships between others.</li> </ul>	<ul style="list-style-type: none"> <li>• Have operated at a management level in another organisation.</li> <li>• Previous Board level experience</li> <li>• Participation in multi club rugby environment (Club forum / Associate Body management group / Regional Competitions Committee / etc.)</li> </ul>
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Effective Communication</li> <li>• Facilitating Change</li> <li>• Planning and Organising</li> <li>• Team Working</li> <li>• Personal Accountability</li> </ul>	
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>• Ability and reputation to be an appropriate ambassador for Scottish Rugby.</li> <li>• Must be able to devote significant amount of time to the role and travel throughout Scotland to undertake the duties required.</li> </ul>	<ul style="list-style-type: none"> <li>• Current driving licence</li> </ul>

## **Role Profile : Chairman of the Scottish Rugby Union Council**

<b><u>Location</u></b>	BT Murrayfield
<b><u>Duration</u></b>	Electoral term of President
<b><u>Remuneration</u></b>	Voluntary role

### **Purpose of Job**

The Chairman's primary role is to ensure that the Council is effective in its tasks of representing the views of member clubs/Associate Bodies, of supporting the Scottish Rugby Board and of acting as ambassadors for the game of rugby in Scotland.

### **Key Accountabilities**

- To ensure that the Council carries out its role of monitoring and review of the Board
- Chair Council meetings
- Providing leadership to the Council
- Planning and conducting Council meetings effectively
- Ensuring all members have the opportunity to represent their clubs/body adequately and that all views are taken into consideration
- Ensuring the Council focuses on its key tasks
- Taking responsibility for Council members actions and behaviour
- Ensuring Council Representatives on the Board fulfil this role adequately and in line with the role description.
- To represent the Scottish Rugby Union at official functions both home and away
- Overseeing the induction and development of new Council members
- Supporting the Chairman of the Board

### **Key Performance Areas**

To operate within the requirements of the Scottish Rugby Code of Conduct

To ensure that the Council provides adequate support to the Board and Executive Management team in their efforts towards developing rugby in Scotland by achieving the targets contained within the Strategic Plan.

### **Key Contacts**

Chief Executive

Board and Council members

Clubs and their representatives

Scottish Rugby employees as required

Relevant external organisations e.g. Scottish Executive, Local Authorities, etc.

### **Competencies**

#### **Effective Communication**

- Communicates in a manner which builds confidence in our ability to deliver as an organisation
- Communicates in a positive manner
- Ensures relevant information is communicated to the right people, in the right style, at the right time.

### Facilitating Change

- Identifies realistic opportunities to improve practices.
- Develops new and innovative solutions
- Actively influences others to take responsibility for quality and continuous improvement.

### Planning and Organising

- Prioritises workload effectively
- Identifies short & long term priorities and objectives
- Identifies issues which may prevent goal achievement and makes plans to avoid this
- Makes use of systems to manage own time & activities of others as appropriate.

### Team Working

- Willingness and ability to work co-operatively and supportively with colleagues.
- Develops positive, open working relationships in order to solve problems & ensure best outcomes.

### Personal Accountability

- Demonstrates a committed, positive approach to work & colleagues.
- Takes responsibility for decisions & actions taken.
- Follows through on commitments.

## Person Specification

**Role Title: Chairman – Scottish Rugby Council**

Factor	Essential	Desirable
<b>Qualifications &amp; Attainments</b>	<ul style="list-style-type: none"><li>• Have operated at a management level in another organisation.</li><li>• Knowledge of the game of rugby in Scotland.</li></ul>	<ul style="list-style-type: none"><li>• Business related qualification.</li></ul>
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"><li>• Experience of strategy development</li><li>• Experience of managing geographically disparate team of people.</li></ul>	<ul style="list-style-type: none"><li>• Experience of working with local business community</li><li>• Excellent media interaction skills</li><li>• Previous significant voluntary role</li></ul>
<b>Competencies</b>	<ul style="list-style-type: none"><li>• Effective Communication</li><li>• Facilitating Change</li><li>• Planning and Organising</li><li>• Team Working</li><li>• Personal Accountability</li></ul>	
<b>Additional Requirements</b>	<ul style="list-style-type: none"><li>• Ability and reputation to be an appropriate ambassador for Scottish Rugby.</li></ul>	