

EAST RETFORD RUFC – EXECUTIVE COMMITTEE ROLES 2020-21

01-06-2020

	President	Chairman	Secretary	Treasurer	Club Captain	Membership Secretary	Development Chair
Authority	Elected Officer	Elected Official	Elected Officer	Elected Officer	Elected Officer	Elected Officer	Appointed Official
Main Role	Figurehead of Club	Day to day running of Club	Club administrator	Manage Club finances	Club role model. Link between players and administration.	Manage existing and promote new membership	Manage Development Project
Duties	Represent Club at internal & external functions	Chair Exec/Gen Comm meetings	Deal with all official Club correspondence	Present financial reports to all meetings	Assist Club Coach and be part of selection process	Keep membership database up to date	Seek funding sources and strategic partners
	Promote Club in local community	Ensure approved decisions by Exec Comm members are implemented	Organise meetings, take and distribute minutes of Exec/Gen Comm meetings, AGM & EGM's	Conduct all dealings with Club's bankers	Encourage players to assist in Club projects, voluntary work & social functions	Together with the Secretary, keep the RFU - GMS updated	Liaise with BDC in respect of funding and planning
	In the absence of the Chairman, Chair the Gen Comm. Meetings	Directly oversee all sub-committees	Deal with all Club constitutional, registration and legal matters & RFU	Deal with all Club insurance matters	Act as point of contact for Club Safeguarding Officer	Manage membership types, subscriptions, renewals and incomes	Oversee the layout of proposed facility and liaise with architect
	Chair the Annual General Meeting	Chair Disciplinary Committee	Administrate International tickets applications & sales	Together with the Hon Secretary, manage all grant funding applications.	Directly oversee and report on running of Club shop	Ensure membership fees are paid and records are kept	Together with the Treasurer, produce enquiries and seek tenders for specific work.
	Work with Publicity Officer, when required	Represent Club at official functions in absence of President	Register playing members with RFU and ensure GMS is updated	Directly oversee and report on work of Marketing & Sponsorship Manager	Monitor and together with the Club Webmaster ensure Club websites updated	Work with Publicity Officer, when required	Together with the Treasurer, place orders for specific work
		Authorise payments up to £100	Member of Disciplinary Comm	Directly oversee and report on work of Junior Treasurer	Member of Disciplinary Comm		Ensure all work is properly supervised and administered
		Work with Publicity Officer, when required	Authorise payments up to £100	Authorise payments up to £250	Work with Junior Committee & encourage players to assist in Junior coaching		Consult and report to the General Committee on progress being made.
		Ensure Club is represented at RFU AGM & CB Meetings	Work with Publicity Officer and Club Webmaster, as required	Work with Publicity Officer, when required	Work with Publicity Officer, when required		Work with Publicity Officer, when required