

CAMDEN RUGBY CLUB

Duties of Club President

The President is the principal leader of the Club and has overall responsibility for the Club's administration and development.

The President sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective committee meetings.

The President is elected by the members and responsible for representing the views of the Club and its members

Responsibilities and Duties

As Chairperson:

- Manage committee and/or executive meetings
- Manage the annual general meeting

As President

- Represent the Club at local, regional, state and national levels
- Act as a facilitator for Club activities
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.
- Drive the development of the Club
- Be the sole spokesperson for the Club to outside interests (except where a match spokesperson has been appointed e.g. Captain, Coach or Manager)
- Arbitrate in disputes

Knowledge and Skills Required

Ideally the President is someone who:

- Can communicate effectively
- Is well informed of all organisation activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Is a supportive leader for all the organisation's members?

The President is appointed for a 12 month term elected annually at the AGM.

CAMDEN RUGBY CLUB

Duties of Secretary

1. This position carries a great deal of responsibility and is critical to the effective operation of the Club. Although guided by the instructions of the Club Committee, the Secretary must use his/her own initiative to meet problems as they arise, although no decisions can be made outside of the scope of the instructions without consultation with the President and Executive.
2. Generally, the Secretary is the first point of contact for outsiders dealing with the Club. In particular, the Secretary receives all incoming correspondence and should deal with it in a number of ways, for example:
 - Listing it on the agenda for the next Committee meeting for disclosure to the full Committee;
 - Liaising with the President for any immediate action which may be required;
 - Referring a copy of the correspondence on to the appropriate Chairman or Sub-Committee for action;
3. The Secretary is also responsible for the outgoing correspondence and should normally be author of all outgoing correspondence. If any other Chairman or Sub-Committee generates correspondence of their own, generally speaking the Secretary should be kept informed and furnished with a copy of such correspondence.
4. Organise Committee meetings including:
 - Prepare agenda, in consultation with the President;
 - Take minutes of Committee meetings and distribute them to Committee members;
 - Check minutes from last meeting and follow up on any action arising from such minutes;
 - Have available at meetings any correspondence or other documents as may be required for the meeting;
 - Be familiar with meeting procedures and advise the President as appropriate in respect of such procedures.
5. Keep list of members (in consultation with Registrar if need be) and ensure that list is up-to-date.
6. Ensure that all necessary Club insurances are current including:
 - Public liability;
 - Fire;
 - Voluntary workers compensation;
 - Theft.
7. Ensure that the Club complies with the Associations Incorporation Act and any other statutory requirements of the Club.
8. Convene meetings as required by the Articles of Association and issue notices of motion etc. as necessary.
9. Ensure that teams are entered in appropriate competitions and fees paid for entry and affiliation.

CAMDEN RUGBY CLUB

Club Treasurer

The Treasurer is the chief financial management officer for the Club.

The Treasurer is directly responsible to the President and members of the Club.

Responsibilities and Duties

The Treasurer shall:

- Prepare a budget and monitor it carefully
- Keep the Club's books up-to-date
- Keep a proper record of all payments and monies received
- Make sure financial reports are available and understood at all committee meetings
- Show evidence that money received is banked and documentation provided for all money paid out
- Ensure that information for an audit is prepared each year
- Arrange the audit
- Give Treasurer's report at regular meetings and when required
- Produce an annual financial report
- Send out accounts
- Pay the bills
- Any other duties or responsibilities imposed by the Club's Constitution or requested by the Club's Management Committee.

Knowledge and Skills Required

Ideally the Treasurer should be:

- Well organised
- Able to allocate regular time periods to maintain the books
- Able to keep good records and manage financial records either manually or by computer
- Able to work in a logical orderly manner
- Aware of information, which is needed to be kept for the annual audit?

The Treasurer is appointed for a 12 month term elected annually at the AGM.

CAMDEN RUGBY CLUB

Chairman, Senior Rugby

Role:

The Chairman, Senior Rugby is responsible for the:

- Administration and management of the senior teams and
- Welfare of all team members at training and competition

Responsibilities shall include:

- Liaising with all team members, coaches, managers and officials, to ensure teams are entered in and properly trained for appropriate competitions
- Preparing a budget for senior teams' preparation for and participation in competitions
- Ensuring Club policies for selection of teams are observed
- Adjudicating any problems that may arise amongst team members, the coach and supporters
- Acting as liaison officer between the Club and the team
- Ensuring all welfare and safety requirements for the teams are met.
- Ensuring players' compliance with ARU and Club Codes of Conduct and expectations of behaviour.
- Distributing to players and coaches all required information and updates

Responsible to:

The Chairman, Senior Rugby is responsible to the President of the Club.

Knowledge, Skills, Experience and Requirements

Essential

- Strong interpersonal and oral communication skills including the ability to effectively liaise with players, coaches and administrators
- Strong organisational skills
- Sound knowledge of the selection policies of the Club and rules/regulations of the competition

The Chairman, Senior Rugby is appointed for a period of 12 months by the members at the Annual General Meeting.

CAMDEN RUGBY CLUB

Chairman, Junior Rugby

Role:

The Chairman, Junior Rugby is responsible for the:

- Administration and management of the junior teams and
- Welfare of all junior team members at training and competition
- Promotion of Junior Rugby in the Camden area

Responsibilities shall include:

- Liaising with all team members, coaches, managers and officials, to ensure teams are entered in and properly trained for appropriate competitions
- Preparing a budget for junior teams' preparation for and participation in competitions
- Ensuring Club policies for selection of teams are observed
- Adjudicating any problems that may arise amongst team members, the coach and supporters
- Acting as liaison officer between the Club and the junior teams
- Ensuring all welfare and safety requirements for the teams are met.
- Ensuring players' compliance with ARU and Club Codes of Conduct and expectations of behaviour.
- Distributing to players and coaches all required information and updates
- Overseeing the efficient operation of Junior sub-committees

Responsible to:

The Chairman, Junior Rugby is responsible to the President of the Club.

Knowledge, Skills, Experience and Requirements

Essential

- Strong interpersonal and oral communication skills including the ability to effectively liaise with players, coaches and administrators
- Strong organisational skills
- Sound knowledge of the selection policies of the Club and rules/regulations of the competition

The Chairman, Junior Rugby is appointed for a period of 12 months by the members at the Annual General Meeting of Junior parents and ratified at the annual General Meeting of the Club.

CAMDEN RUGBY CLUB

Duties of Club Captain

The Club Captain is responsible for the management and wellbeing of the playing members of the Club.

The Club Captain is directly responsible to the President and members of the Club.

Responsibilities and Duties

The Club Captain shall:

- Welcome all new players and recruits
- Ensure Club morale and spirit is maintained amongst the playing members
- Receive player complaints and queries regarding selections and other matters and liaise with coaches, Chairman of Senior Rugby and if necessary, the President in relation to such complaints and concerns
- Maintain discipline amongst the players including imposing sanctions as outlined in Club rules
- Assist the Recruitment coordinator in identifying key markets for recruiting players
- Contribute to the Coaching & Training Unit in providing players with the opportunity to excel
- Organise duty rosters of players and encourage players to carry out duties in accordance with roster obligations. Liaise with managers to ensure that rostered duties are carried out
- Arrange for after match speeches to be made (these do not need to be made by the Club Captain if there is someone else more suited to the task)

Knowledge and Skills Required

Ideally the Club Captain should be:

- Outgoing, friendly, welcoming and approachable
- A good communicator and listener
- A good leader with sound credentials
- A good role model for younger players
- Able to commit the time to be present at trainings and matches

The Club Captain is appointed for a period of 12 months by the players not later than 10 days prior to the first competition match of the season.

CAMDEN RUGBY CLUB

Duties of Chairman Ancillaries

GOLDEN OLDIES

1. Arrange fixtures for season
2. Arrange one Golden Oldies Carnival at home ground each season.
3. Encourage involvement in Golden Oldies by all eligible people in the district.
4. Prepare a budget for Golden Oldies income and expenditure for the year
5. Liaise with Treasurer and Committee regarding expenditure and account for all income and expenditure in accordance with the requirements of the Treasurer.

TOURING

1. Arrange suitable tours for the Club and Club Members and supporters having regard to Club Policy and general finances.
2. A prime objective of a club tour should be to develop and maintain interest in membership and participation in the club and to engender club spirit amongst members.
3. All fundraising activities for tours must be approved by the Club Committee and carried out having regard to the clubs overall fundraising activities.
4. Any tour bank account must be opened and operated in accordance with the Club by-laws, and with the approval of the Committee first being obtained.
5. All fundraising activities must be subject to the scrutiny of the Clubs Treasurer and Auditors.
6. Prepare a budget for submission to and approval by Club Committee.

The Chairman, Ancillaries is appointed for a period of 12 months by the members at the Annual General Meeting.

CAMDEN RUGBY CLUB

Duties of Chairman Finance – Fundraising and Sponsorship

FUNDRAISING

1. Prepare fundraising program for the Club year.
2. Liaise with other Club Committees (Sponsorship, Juniors, Touring etc.) to ensure there is no conflict in fundraising activities.
3. Report to the Club Committee on fundraising activities for the year.
4. Some fundraising ideas are
 - Street raffles
 - Doubles on the main game
 - Game Day meat raffles
 - Game Day Alcohol raffles
 - Pub raffles
 - Tipping competitions
5. Explore opportunities for fund raising activities over the summer season.

SPONSORSHIP

1. Seek sponsorship from commercial interest both within and outside of the Camden catchment area.
2. Ensure sponsors are given value for their investment in the Club with a view to keeping existing sponsors.
3. Encourage Club Members to support sponsors.
4. Arrange functions for sponsors throughout the season e.g.
 - Season Launch
 - Sponsors day at a home match
 - Regularly communicate with the sponsors to acknowledge their involvement with the Club.
5. Arrange for sponsorship signed to be displayed at ground and on club jumpers.
6. Review sponsorship packages generally.
7. Encourage players to seek player sponsors.

8. Prepare a budget for submission to Committee.

The Chairman, Finance – Fundraising and Sponsorship is appointed for a period of 12 months by the members at the Annual General Meeting.

CAMDEN RUGBY CLUB

Duties of Chairman Facilities

GROUND MAINTENANCE

1. Prepare an annual program, and budget, for ground maintenance.
2. Maintain the playing surface.
3. Maintain Club grounds other than the playing surface.
4. Recommend on acquisition and or maintenance of plant and equipment.
5. Ensure ground is properly marked and roped off on match days as required by IDRU.

DEVELOPMENT – FACILITIES

1. Prepare a plan for future development of other sporting facilities.
2. Investigate possibility of summer activities on the Club grounds.
3. Develop a strategy for implementation of development plan.
4. Investigate and report on fundraising possibilities i.e. grants, projects by army engineering unit etc.
5. Investigate and prepare a plan for future development of Clubhouse facilities.

CANTEEN

1. Run canteen on match days and on other social occasions
2. Prepare a stock ordering plan detailing normal food and drink requirements, sources of acquisition, contact people etc. Copies of this plan should be available for use by Juniors and others using canteen.
3. Put in place effective stock control procedure with a view to ensuring that profitability of the canteen can be properly measured.
4. Prepare a plan for further future development of the canteen i.e. purchase of equipment etc.
5. Prepare and pursue a program for cleaning and maintenance.
6. Prepare a budget for submission to Committee.

BAR

1. Run Bar on match days and on other social occasions.
2. Ensure all Bar Staff have up-to-date RSA.
3. Prepare a submission to Independent Liquor & Gaming Authority for Limited Licence – multi-functions. Keep up-to date for addition function.
4. Liaise with Police Licensing Sergeant re functions and issues.
5. Prepare a stock ordering plan detailing normal alcohol requirements, sources of acquisition, contact people etc.
6. Put in place effective stock control procedure with a view to ensuring that profitability of the Bar is properly measured.
7. Prepare a plan for future development of the Bar i.e. purchase of equipment etc.
8. Prepare and pursue a program for cleaning and maintenance.
9. Prepare a budget for submission to the Committee.

CLUBHOUSE

1. Hiring
 - In accordance with Club Policy promote the hiring of the Clubhouse for commercial purposes.
 - Liaise with potential hirers to negotiate use of premises and sign hire agreement.
 - Ensure supervision of the rooms during hiring to protect Club assets.
 - Account promptly to Treasurer for fees received.
2. Cleaning
 - Arrange cleaning of clubhouse after games and Club functions.
 - Arrange cleaning after letting of Clubhouse. Liaise with service providers to arrange cleaning where appropriate.
 - Prepare cleaning budget.
3. Maintenance
 - Establish a maintenance program.
 - Carry out maintenance in accordance with program.
 - Carry out spot maintenance as required.
 - Prepare a maintenance budget.
4. General
 - Arrange annual working party for refurbishment of facilities i.e. painting, cleaning, minor repairs etc.
 - Liaise with service providers to ensure maintenance work carried out as required.
 - Liaise with other sub-committees regarding Clubhouse use.

- Ensure Clubhouse is ready for use at home games.
- Liaise with Club Captain regarding responsibilities of duty teams rostered to assist on match days.

The Chairman, Facilities is appointed for a period of 12 months by the members at the Annual General Meeting.

CAMDEN RUGBY CLUB

Duties of Chairman Marketing and Promotion

SOCIAL

1. Plan social program for the year. This should be done early in the calendar year and published so that all members can see the whole program for the year.
2. Organise and promote social functions in accordance with the program.
3. Seek to introduce into social program different activities from time to time.
4. Social programs should be developed with a view to promoting club spirit and integrating various groups within the Club.
5. Prepare a budget for social program (ideally budget should aim for a small profit).
6. Account promptly to Treasurer for funds.

PUBLICITY

1. Promote the name of the Club within and outside the Camden catchment area by
 - Articles in most local press.
 - Promotion with local schools
 - Leaflet drop to houses within the community.
 - Special articles in National Rugby magazine.
 - Regular match reports in local press.
 - Prepare and display in local shops, posters advertising, promoting home games.
 - Prepare a budget for expenditure if required.
 - Maintain Club Website.

NEWSLETTER

1. Produce a regular Club newsletter for dissemination to all members and potential members.
2. Seek to publish the newsletter not less than 9 times per annum during the Rugby season.
3. Newsletter should be sent out to
 - All Club members including Juniors and Golden Oldies.
 - Sponsors
 - Potential sponsors
 - Potential players
4. Newsletter should contain information which is of interest to potential readers (and not offensive) and should include:
 - Match results
 - Player information (training tips)

- Social events
 - Player profiles
 - Golden Oldies
 - Juniors
 - Sponsors information
 - Humorous items, cartoons etc.
5. Liaise with other Club officers to obtain information for newsletter.
 6. Prepare a budget for publication and posting newsletter.

APPAREL

1. Recommend on and organise the purchase of Club apparel (including playing strip)
2. Apparel should be of good quality and should seek to enhance the Club image.
3. Arrange sale of apparel.
4. Account promptly to Treasurer for all money collected and reconcile with items sold.
5. Prepare and present a budget.

The Chairman, Marketing and Promotion is appointed for a period of 12 months by the members at the Annual General Meeting.