

Appendix #1 – Executive members' role descriptions, duties

CHAIR

- Attend and chair regular meetings, including the AGM
- Make informed decisions regarding the improvement of the Belleville Bulldogs and assist other board members in any tasks that might require additional aid
- Ensure that daily workings of the club are progressing in a positive direction
- Work with the deputy chair to further the direction of rugby in the Quinte Region as well as obtain information from them regarding the development of the chair's role
- Stay in contact with Rugby Canada and respective unions, and ensure that the correct individuals maintain contact with these groups
- Aid in sustaining and increasing the club's membership
- Oversee everything that is going on in the club
- Chair all board of directors meetings & the AGM, or appoint/request a director to chair meetings
- Ensure that all directors are fulfilling their respective duties
- Attend Branch meetings (TRU, ORU)

DEPUTY CHAIR

- Attend regular meetings as required
- Support and act as mentor to the current chair
- Take over duties of the current chair if he/she is unable to fulfill his/her duties
- Assist the chair in the day to day running of the club
- Give advice to the chair and guide him/her using past experiences as the chairperson
- Potentially chair any board of director meetings that the chair cannot attend
- Attend branch meetings if chair is unavailable

DIRECTOR OF FINANCE

- Attend regular meetings as required
- Provide financial reports to the executive as required
- Prepare financial statements for presentation at the AGM
- Pay bills
- Reconcile ORU registrations with Bulldog membership
- Control the club's finances
- Keep the Directors/Team Managers informed of the clubs financial situation
- Advise the Directors/Team Managers on financial issues or concerns

DIRECTOR OF SENIOR RUGBY

- Attend regular meetings as required
- Liaison and support for coaches in their roles
- Work with the manager of each team to set up registrations
- Establish binders for coaches each year (forms, emergency plans, maps)
- Work with director of fields to ensure that fields and equipment are ready for game-day
- Oversee all senior teams (Men's 1&2, U20 Men, Women's, Old Boys) and programs
- Ensure each team has a head coach and manager (if possible)
- Work with coaches to establish continuity throughout the development of the programs
- Account for fixtures with all coaches, leagues, referees and athletic therapists, City of Belleville, board of education, opposing team's fixture secretary
- Attend league meetings or have head coaches attend

DIRECTOR OF JUNIOR RUGBY

- Attend regular meetings as required
- Liaison and support for coaches in their roles
- Work with the manager of each team to set up registrations
- Establish binders for coaches each year (forms, emergency plans, maps)
- Work with director of fields to ensure that fields and equipment are ready for game-day
- Oversee all junior teams (Boys: U14, U16, U18, Girls: U15, U16, U18, Minis) and programs
- Ensure each team has a head coach and manager (if possible)
- Work with coaches to establish continuity throughout the development of the programs
- Account for fixtures with all coaches, leagues, referees and athletic therapists, City of Belleville, board of education, opposing team's fixture secretary
- Explore options to add more teams of any gender or age level
- Attend league meetings or have head coach attend

DIRECTOR OF SOCIAL EVENTS

- Attend regular meetings as required
- Plan and advertise annual events on all social media outlets
- Work with club members to make events successful
- Create ideas and arrange for gatherings (Summer BBQ, Curling, Xmas Party, International Bus Trips, etc.)
- Form committees to assist in large functions (Banquets, Saranac Lake Tournament, Tours, Anniversaries, etc.)
- Work with director of communications to make members aware of events

DIRECTOR OF COMMUNICATIONS

- Attend regular meetings as required
- Record minutes at board meetings
- Record and distribute the minutes of board meetings & the AGM
- Communicate scores and club updates to the media
- Update the club website and various social media outlets
- Check club email account and responding to or forwarding emails as required
- Communicate information (Scores, News, Social Events, etc) to the club and media (Radio, Newspaper, Facebook, Twitter, Email)
- Prepare documents for meetings and AGM

DIRECTOR OF FUNDRAISING, SPONSORSHIP & MERCHANDISE

- Attend regular meetings as required
- Attend all fundraising events
- Maintain relationship with fundraisers/sponsors
- Ensure that annual sponsorship money is collected
- Develop and implement fundraising ideas
- Seek new sponsorship opportunities
- Explore new ways of fundraising for the club, continuing to facilitate current sponsorships and fundraising ventures with the chair and deputy chair
- Work with directors of junior and senior rugby and director of social events to market games, minis, bus trips and all social activities
- Explore opportunities for new merchandise within the club (t-shirts, hoodies, bags, pants etc.)

DIRECTOR OF FIELDS

- Book all fields with the City of Belleville and the School Board
- Arrange for field lining, set up and take down of pads, flags and ropes for game day
- Work with the director of junior and senior rugby to ensure that fields are ready for game day

CHILD PROTECTION OFFICER

- Assume a leadership role in the development, application, promotion and review of the
- RO Child Protection Policy and procedures on a rugby club, and will report to the Branch or Rugby Ontario, Child Protection Officer;
- See RO document: Appendix C
<http://rugbyontario.com/Portals/214/Documents/Administration/RO%20Policy%20Manual%20-%20Appendix%20K%20-%20RO%20Child%20Protection%20Policy%20-%20Procedures%20Manual.pdf>