



TERMS OF REFERENCE

CLUB SECRETARY

MAIN PURPOSE OF ROLE:

Responsible for the day-to-day business of the club

ACTUAL DUTIES INVOLVED:

- Manage and ensure action on Club correspondence including legal and insurance matters
- Maintain records of all members and former members of the Club
- Provide such Club details as required by the Rugby Canada/Provincial Union
- Ensure all relevant forms and publications are with the responsible Officers and make the system available to members
- Organize AGM, Executive committee and Club meetings
- Represent the Club with the Chairman on the Provincial Committee
- Record disciplinary matters
- Attend such meetings and conventions as required by the Executive Committee
- Manage paid clerical support
- Annual Club Dinner Organizer

LIAISON WITH:

All Committee Members General Public
Club Members Provincial Rugby Union Student Liaison Officer (universities)
Local Authority/Federal Government
Rugby Development Officer Provincial Union

THE POST HOLDER WILL BE RESPONSIBLE TO: The Main Committee

MEETINGS TO ATTEND

- Main Committee Meetings
- Annual General Meeting if appropriate
- County Annual General Meeting
- Rugby Canada/Province forums and meetings if appropriate

ESTIMATED TIME COMMITMENT: Average 1– 2 hours per week throughout the year

TERM OF ROLE: The Secretary will be appointed for one year at a time, with the hope that the post holder will retain the role for a maximum of 3 years

BENEFITS

- Reasonable travel expenses to agreed appearance events at *X* cents per kilometer
- Other associated expenses will be paid for by the club as directed by the Treasurer
- Increase in profile within the rugby fraternity and local & national media
- Other benefits as set out by the club

OTHER INFORMATION: The post holder should possess good Information Technology Skills {IT}

RECOMMENDED TRAINING:

Sport Canada – Running Sport for Clubs – *{More TBC}*