



# Committee Roles & Responsibilities

Jindabyne Rugby Union Club

*Last updated: October 2021*

**REFER TO THE [JRUC CONSTITUTION](#)**

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## Elected Directors

### President

Reports to: ARU, ACTRU, ACTJRU, Life Members

Responsibilities:

- chairs all meetings;
- presidents report for AGM, junior and senior club presentations;
- oversee all club operations and motivate other committee members re their duties
- delegate with member protection officer;
- ensure that club remains a "Good Sports" club; ensure that club provides a safe environment for all participants and volunteers
- Conflict resolution
- Be the representative of the club at various meetings and presentations.

### Treasurer

Reports to: ARU, ACTRU, ACTJRU, Life Members, President

Responsibilities:

- Responsible for all club accounts and reconciliation including player and member registration fees, charity rounds and events, credit cards
- All invoicing, including: sponsors; invoicing for bus hire;
- payment of bills;
- accounting
- supplier & debtor management
- producing treasurers reports including financial statements for all committee meetings and AGM;
- ensure that expenditure by the club is controlled and in line with budget;
- ensure that insurances and fees are paid;
- banking of monies raised from Friday night raffles, bar and canteen;
- organising floats for all functions, events and home games. canteen and bar to be available for pick up from the LJH for home games;
- ensure that there is two to sign for all takings when returned to the LJH
- Issue and hold club fuel cards
- Set up accounts with various suppliers as required
- Collect Registration fees.
- Bar Licensee

### Secretary

Reports to: President

Responsibilities:

- Day to day operations of the club including:
- Raffle rosters and organising fundraising events.
- Insurances
- Public Officer
- Ensure club has first aiders etc.

- Ensure club advertises and honours sponsorship arrangements
- Prepare Club calendar (training dates, season launch, presentation nights)
- Ensure all paperwork commitments are met, bus rego's, insurance, player Rego's etc.
- Written communication with stakeholders (SRSC, Brumbies, schools etc)
- Ensure that club seasonal positions are filled eg coaches, team managers etc
- Ensure effective communication between all committee members.
- Distribute e-mails and mail as required.
- Supervising other committee members re their responsibilities
- Organise regular club meetings, various committees.
- keeping minutes of all meetings;
- corresponding with ARU, ACTJRU, ACTSNSWRU, ACTRU;
- delegating tasks to communications manager for any correspondence for club stakeholders;
- delegating tasks to publicity manager for information to the general public;
- record keeping for all incidents that may arise,
- scheduling raffle duty and arranging collection of prizes (shopping),
- checking the PO Box

## Vice President Seniors

Reports to: President

Responsibilities:

- stand in as President when President is unavailable;
- communicate all information between senior team/s and committee;
- ensure that seniors comply with the code of conduct;
- Responsible for coordinating Senior playing group.
- Initial contact for all senior coaches, players and managers.
- Initial contact for conflict resolution.
- Report to committee on all senior matters
- Ensure anyone participating in senior rugby in any role is registered.
- Contactable at all times.

## Vice President Juniors

Reports to: President

Responsibilities:

- organise buses and schedules for all junior teams;
- liaise with team managers regarding game times and locations for each week;
- liaise with other clubs regarding game times and update ACTJRU and ACTRA;
- provide information and equipment to team managers
- Responsible for Coordinating Junior playing group.
- Initial contact for all Junior coaches, players and managers.
- Initial contact for conflict resolution.
- Report to committee on all junior matters
- Ensure anyone participating in Junior rugby in any role is registered.

## Rugby Manager

Reports to: President

Responsibilities:

- game day set up and pack down;
- ground marshal for home games (must wear high vis vest);
- ensure first aid kits are well stocked and available;
- Responsible for rugby operations.
- Oval Booking.
- Rugby Uniforms.
- Club scheduling, training, games, activities.
- Ensure registrations and lists are correct.
- Transport coordination.
- ACTJRU and Brumbies contact.

## Appointed Directors and/or Delegated Functions

### Food & Beverage Manager

Reports to: Treasurer

Responsibilities:

- stocking and running canteen and bar;
- ensure that "Good Sports" club guidelines are met;
- ensuring that safe food handling practices are followed;
- comply with NSW Responsible Service of Alcohol rules and regulations;
- ensure that all bar staff hold a current NSW RSA;
- cleaning and pack down of canteen and bar after each home game;
- returning floats and takings to the LJH following home games;
- ensure that the Liquor License is displayed in the bar at all times when the bar is operational;
- ensure that no alcohol is served during junior games;
- ensures that we maintain our "Good Sports Club" certification

### Registrar

Reports to: Treasurer

Responsibilities:

- Ensure that all participants (players, coaches, managers, officials, volunteers) are registered with Rugby Xplorer prior to participating in training and matches;
- Ensures that all volunteers have a valid WWCC and records their numbers;
- Loading registration product into Rugby Xplorer prior to registration;
- Update squad lists in Match Day so all players are signed on for each game;
- Assist Team Managers and team staff in how to use Match Day;
- Keep club records up to date e.g communication lists, payment lists
- Review and administer registration payments for scholarship winners
- Liaise with Team Coaches/Managers regularly on player lists.

## Publicity Manager

Reports to: Secretary

Responsibilities:

- JRUC events, activities and products through club's outbound communication channels including website and social media
- Coordinate match reports from all club teams to ensure they make media deadlines
- Provide local media - newspaper and/or radio station - with weekly articles throughout the rugby season and as required e.g. media releases
- Manage club Facebook and Instagram accounts with consistent posting to grow and engage our audience
- Arranging photographers for special events

## Communications Manager

Reports to: Secretary

Responsibilities:

- Communicate key information to members of JRUC through email and text;
- Weekly email newsletters through to sponsors and members during rugby season and periodically outside of season
- Work with various committee members to gather information, to disseminate.
- Prepare a newsletter each week.
- Liaise with sponsors to advertise specials for members.
- Keep contacts and registers up to date.

## Merchandise Officer

Reports to: Treasurer

Responsibilities:

- Source suppliers of club merchandise and equipment, consulting Sponsorship Manager and senior exec members as required
- Order stock and equipment from suppliers, ensuring sufficient lead times for delivery
- Set up of Bushpigs Shop at all home games;
- Fulfilment of online orders
- Maintain decent stock levels in various sizes;
- Ensure that uniforms are all correct;
- Distribute uniforms to players at start of season

## Memberships Officer

Reports to: Treasurer & Secretary

Responsibilities:

- Maintain records of financial members of the club;
- Consistent engagement with life members and ex-players groups
- Establish & actively promote club membership program

## Grounds Manager

Reports to: President

Responsibilities:

- Mark lines;
- Tidy change rooms;
- Ensure equipment is maintained and kept;
- Books oval with Snowy Monaro Regional Council;
- Order maintenance equipment when required (eg paint for lines)

## Sponsorship Manager

Reports to: Treasurer

Responsibilities:

- Secures and manages sponsorship with local businesses;
- informs treasurer of invoices that need to be issued;
- Ensure that all logos and businesses are correct on jerseys, at game days, in publications, on sponsors boards at the LJH and sports ground

## Events Coordinator

Reports to: President

Responsibilities:

- Organisation of special events such as season launch, charity day, Anzac Day, end of season presentations, and any other special events that may arise throughout the year (eg Serious Injury Fund Ball etc)

## Member Protection Officer (MPO)

Reports to: President, Life Members

Responsibilities:

- to ensure that all participants, parents and volunteers follow the code of conduct to provide a safe environment for all players; an impartial third party for any disagreements that may arise