



Riverside Rugby Committee

Executive Committee

Role	Key Responsibilities	Term
President	<ul style="list-style-type: none"> • Attend BJRU presidents forums & AGM • Drive Club improvement initiatives • Attract and retain sponsors • Chair committee meetings • Oversee Club activities 	2 years
Vice-President	<ul style="list-style-type: none"> • Act for President in their absence • Specific responsibilities as delegated from time to time 	2 years
Secretary	<ul style="list-style-type: none"> • Issue official communications to members • Call and minute AGM and committee meetings • Submit AGM minutes to fair trade 	2 years
Treasurer	<ul style="list-style-type: none"> • Maintain Club finances • Pay outgoings and receipt incoming funds • Arrange annual audit and financial statement 	2 years

Regular Committee

Role	Key Responsibilities	Term
Registrar(s)	<p>Two roles – Sharkies-u9 and u10+</p> <ul style="list-style-type: none"> • Welcome new members and facilitate registration of players • Work with coaches, rugby managers and parents to place players in teams • Manage Rugby Xplorer 	1 year
Rugby Manager(s)	<p>Two roles – Sharkies-u9 and u10+</p> <ul style="list-style-type: none"> • Facilitate coach development • Ensure all teams have roles filled (coach, manager, referee, field marshal) and individuals have qualifications in accordance with the competition rules • Manage equipment including purchase of new equipment or repair of existing equipment • Ensure coaches, team officials, players and parents are aware of the #riversideway • Organise game days 	1 year
BBQ Coordinator	<ul style="list-style-type: none"> • Manages the BBQ roster, ensures team have volunteers • Manages BBQ stock and orders 	1 year
Marketing & Communications Manager	<ul style="list-style-type: none"> • Manages Club marketing, is a link between local schools and the Club • Manages the Club website and social media pages • Club newsletter 	1 year
Summer 7s Sub-Committee Chair	<ul style="list-style-type: none"> • Lead planning for annual Summer 7s tournament • Establish and lead sub-committee, to include Riverside representatives and up to four volunteer representatives from the general public • Report progress and performance of Summer 7s at Committee meetings 	1 year