

### **Executive Committee (3)**

Coach—President— Vice President

Duties:

- Discipline and authority
- Delegates tasks, and assures officers are dutiful
- Dues Structure
- Major Expenditures
- Communicates with USA, MRFU, and IRFU
- Scheduling of practices and events
- Meetings
- Tournaments and Tours



### **Players Division (2)**

*Coach*

- Appoints assistant coaches and captains
- Supervises practices and training

-Sets lineups

*Vice President:*

- Monitor club morale
- Work with Social Sec. on team building activities
- Compliance with USA Rugby
- Oversees field prep and Field Clean-up
- Works with recruiting chairman
- VP directs rookie development

The Coach and VP oversee active players as a team.

### **Administration (3)**

*President*

President is elected by active players only and serves a one year term, all other positions serve a one year term.

*Match Secretary*

- Daily/Weekly info, Referees, scheduling, publicity, coordinates travel, manages match day equipment, inputs match report, and maintain accurate history of the club.

*Treasurer*

- Develop and update budget, Dues collection, purchase of equipment, rentals, travel expenses, ensure club is financially compliant and bills are paid on time, handle bank transactions.

Administration oversees financial decisions requiring oral or written permission from the President and/or Treasurer

### **Advisory Board (6)**

Executive Committee (3)

-and-

Club Elders (3)

- Serve a one or two year term
- Selected by outgoing elders
- Must secure a minimum \$500 donation per year

Will oversee club accountability, long range planning, and Old Boys Activities, 50 year anniversary

Will meet prior to Leather Ball and as needed

### **Social Committee (1)**

*Social Secretary*

Appoints crews for social set up and clean up, arranges beer, food, and non rugby socials.

Social Secretary works with Treasurer and President on decision making and planning.

[The three Division heads appoint crews and assistants as needed to perform duties. Members are permitted to have more than one duty. ]

Additional Roles: Apparel Coordinator, Recruiting Chair, Quality Control Coach, Non Officer Veteran Player Rep., Event Coordinator, Public Relations Coordinator.