



Chairman

Summary:

The Chairman is responsible for the ultimate achievement of the strategic ambitions of the club as well as the overall management of its operational activities.

Reports to:

Club members and Executive Committee.

Role:

1. Ensure regular opportunities exist for the assessment of progress of the clubs strategic priorities.
2. Chair meetings of the Club's Executive as well as the Annual AGM and any other special general meetings.
3. Manage the agenda and manage meetings to run to time and as per agenda.
4. Be the regular point of contact for the unions, other higher authorities, media and members on strategic and operational issues.
5. Exercise delegated authority by signing formal agreements with the union, sponsors, and any other party mutual obligation arrangements have been negotiated with.
6. Liaise with head coach on coaching and training matters

Performance Measures:

- The AGM and other major meetings are conducted as prescribed in the clubs constitution.
- Monthly meetings are chaired.
- Annually the clubs longer term plans are evaluated and assessments are made and reported on any short term activities.
- Feedback to club is provided following each union meeting on major measures and issues raised.
- Each year financial, audit reports are completed and submitted to the appropriate authorities on time.
- Attendance of Executive committee meetings.



President— Seniors

Summary:

The Vice President Seniors is responsible for the running of senior rugby for the club and overall management of its operational activities.

Reports to:

Chairman and Executive Committee.

Role:

1. Provide recruitment, direction and management of the senior players, coaches and volunteers as directed by the club committee.
2. Negotiate a time frame for completion of tasks and ensure progress reports are tabled at club meetings.
3. Within the limits of resources allocated, identify and obtain the personnel and material that are required to complete the task/s allocated.
4. Make a major contribution to the compilation and evaluation of the clubs strategic activities.
5. When required, chair club meetings and represent the club at functions and meetings (e.g. QSRU).
6. Be the regular point of contact for local union , media and members on senior rugby issues.
7. Form and chair meetings for Senior players and management over the course of the season.
8. Ensure that open and clear communication channels are maintained.

Performance Measures:

- Monthly, written reports to committee on activity/s allocated and undertaken by the seniors.
- The achievements of any responsibilities allocated are monitored on an ongoing basis, compliance with time frames and costs are supervised.
- Attendance of Executive committee meetings.



President—Juniors

Summary:

The Vice President Juniors is responsible for the running of juniors rugby for the club and overall management of its operational activities.

Reports to:

Chairman and Executive Committee.

Role:

1. Provide direction and management of the junior players, coaches and volunteers as directed by the club committee.
2. Negotiate a time frame for completion of tasks and ensure progress reports are tabled at club meetings.
3. Within the limits of resources allocated, identify and obtain the personnel and material that are required to complete the task/s allocated.
4. Make a major contribution to the compilation and evaluation of the clubs strategic activities.
5. When required, chair club meetings and represent the club at functions and meetings (e.g. BJRU).
6. Be the regular point of contact for local union, media and members on junior rugby issues.
7. Form junior committee and chair meetings for juniors players, parents, coaches and management over the course of the season.
8. Ensure that open and clear communication channels are maintained.

Performance Measures:

- Monthly, written reports to committee on activity/s allocated and undertaken by the juniors.
- The achievements of any responsibilities allocated are monitored on an ongoing basis, compliance with time frames and costs are supervised.
- Attendance of Executive committee meetings.



Treasurer

Summary:

The Treasurer is the chief financial management officer for the club

Reports to:

Chairman and Executive Committee.

Role:

1. Prepare budget and submit to Caboolture Sports Club by timeframes as set by CSC. Consult all required entities for input and consideration in the budget preparation.
2. Present comprehensive reconciliation and cash flow statements to each committee meeting, maintain appropriate financial records that are available to members and executive.
3. Make assessments & recommendations to the committee on variations & proposals for income & expenditure, monitor the efficiency of fund raising activities undertaken within the club.
4. Prepare, or oversee the preparation of, applications for grants & financial assistance, provide progress reports as required.
5. Prepare and report information that meet the requirements for annual audit.
6. Deliver financial reports to meetings.

Performance Measures:

- Annually, a club budget is prepared, formal on-going adjustments as required are made, any adjustments are recorded.
- Written reports for each committee meeting are prepared that includes a bank reconciliation statement & income and expense statement.
- Financial statements are submitted for annual audit.
- The final draft for any submissions for grants/financial assistance are cleared.
- Attendance of Executive committee meetings.



Secretary

Summary:

The Secretary liaises with club administrator to ensure all reporting processes are performed and current.

Reports to:

Executive Committee.

Role:

1. Meet regularly with administrator on secretarial matters.
2. Confirm distribution and finalisation of meeting agenda.
3. Confirm distribution and finalization of meeting minutes
4. Confirm all correspondence finalised in timely manner.
5. Undertake special tasks as required from club committee.

Performance Measures:

- Tasks completed in a timely manner.
- All reporting process's are met.
- Attendance of Executive committee meetings.



Old Boys Representative

Summary:

The Old Boys rep is a new initiative of the club to re-invigorate the past players network of the club. This position is a key component of building capacity and support from past players.

Reports to:

Executive Committee.

Role:

1. Form and coordinate a functional Old Boys Sub-committee and enlist era captains/sub-committees as needed.
2. Conduct regular meetings to coordinate Old Boys activities, get together and wider club based activities and events.
3. Confirm distribution and finalization of meeting minutes
4. Continually update and seek out potential members of the Old Boys network and update/maintain a current contacts register.
5. Develop/promote and coordinate the Old Boys Fund to ensure the club has a frontline support mechanism for the provision of playing opportunities for disadvantaged families and/or projects as guided by the Old Boys Committee in consultation with the CRUC Executive Committee.
6. Support and promotion of the Over 35's rugby fraternity within the club and possible tours/events to promote rugby opportunities for players retiring from the game.

Performance Measures:

- Tasks completed in a timely manner.
- Regular communication with Rugby Manager and Committee.
- Attendance of Executive committee meetings.



Sports Club Representative

Summary:

The Sport Club Representative, sits on the Caboolture Sports Club Board of Directors as the clubs representative.

Reports to:

Chairman & Executive Committee.

Role:

1. Attend CSC board meetings on behalf of the club and represent the views and directions as directed by the executive committee.
2. Relay information & directives from the CSC on compliance matters (licencing etc.)
3. Liaise with treasurer and administrator in regard to budgets and dispersments.

Performance Measures:

- Monthly, written report to committee on activity/s undertaken by the CSC board and management.
- Attendance of committee and CSC board meetings



Vice President—Seniors

Summary:

The Senior Representative is responsible for assisting the Senior V/President in running senior rugby for the club and overall management of its operational activities. This person is also to act as a player liaison for the Senior V/President and Committee.

Reports to:

Senior V/President and Executive Committee.

Role:

1. Assist the Senior Vice President in competing activities as directed by the clubs committee
2. Chair meetings in the absence of the Senior v/president.
3. Liaise between players to resolve issues that arise .
4. Ensure that open and clear communication channels are maintained.

Performance Measures:

- The achievements of any responsibilities allocated are monitored on an ongoing basis, compliance with time frames and costs are supervised.
- Attendance of Executive committee meetings.



Vice President—Juniors

Summary:

The Junior Representative is responsible for assisting the Junior V/President in running junior rugby for the club and overall management of its operational activities. This person is also to act as a parent/player liaison for the Junior V/President and Committee.

Reports to:

Junior V/President and Executive Committee.

Role:

1. Assist the Junior Vice President in competing activities as directed by the clubs committee
2. Chair meetings in the absence of the junior v/president.
3. Liaise between players/parents to resolve issues that arise .
4. Ensure that open and clear communication channels are maintained.

Performance Measures:

- The achievements of any responsibilities allocated are monitored on an ongoing basis, compliance with time frames and costs are supervised.
- Attendance of Executive committee meetings.



Events Coordinator

Summary:

To establish a broad social calendar for the season and end of season to provide a range of appropriate entertainment for all Club members and to enhance the appeal of the Club to the wider community.

Reports to:

Rugby Manager.

Role:

1. Appoint a sub committee to program and organise social events for the Club.
2. Prepare a calendar of social events that will attract the widest involvement from all members of the Club prior to the commencement of the season.
3. Ensure that all social events held are cost neutral to the Club.
4. Ensure the smooth running of the major social events of the Club, including Old Boys Day, Ladies Day, Club Ball, Sponsors Day and Charity Day, Club Presentations

Performance Measures:

- Regular communication with Rugby Manager and Committee.



Planning and Infrastructure Coordinator

Summary:

To establish a sub-committee/working party to provide a platform and planning for possible future club development of facilities both playing and clubhouse to enhance the appeal of the club to the wider community with a targeted focus on improving the physical environment of training and/or match day venue. To assist the club to attract and retain players, volunteers and referees by improving their physical environment for the 2018 season & beyond

Reports to:

Rugby Manager.

Role:

1. Appoint a sub-committee to program and organise planning & future investigation for the enhancement of current clubhouse facilities.
2. Prepare a calendar & or timeline for investigation and funding applications to support the future development of current club facilities.
3. Ensure that all planning and facility development investigations occur in a logical and well thought out sequential manner to allow to club to reach the target of completion by 2022.
4. Ensure relevant and continuous communication and information is available to current committee and club members on the progress of major club projects.
5. Projects could include building alterations or additions; building refurbishment; sports field lighting; fencing; scoreboard; goal posts; interchange benches; storage; irrigation; drainage; etc.

Performance Measures:

- Regular communication with Rugby Manager and Committee.