



# *Markham Irish Canadian Rugby Club*

## **Job Descriptions**

### **Duties of President.** The President shall:

- (a) when present, preside at all meetings of the Board and of the Members and act as chair of such meetings;
- (b) be responsible for the overall policy, planning and oversight of the activities of the Corporation;
- (c) represent the Corporation at both public and other official functions;
- (d) assume and perform such other duties as may from time to time be assigned to him or her by the Board;
- (e) the President with the Secretary or other Officer appointed by the Board for the purpose shall sign all By-laws contracts, documents or instruments in writing as require the President's signature, including membership certificates;
- (f) see that all orders and resolutions of the Board are carried into effect; and
- (g) be ex-officio a member of all committees. The President shall, from time to time, and as often as may be directed to, submit reports to the Board and give such information concerning the affairs of the Corporation as may be required and make such recommendations as he or she may think proper.
- (h) Ensure a strategic plan is developed and implemented and that the Corporation is meeting the requirements of it's governing bodies, Rugby Ontario and Toronto Rugby

### **Duties of Vice President.**

The Vice President shall assist the President and act in his/her capacity in his/her absence and undertake other roles as agreed by the Board or Executive Committee.



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## **Duties of Treasurer.** The Treasurer shall:

- (a) keep or cause to be kept the books of account and accounting records required by the Corporation's Act. The Treasurer shall perform all duties incident to the Treasurer's office or that are properly required of the Treasurer by the Board;
- (b) oversee the financial reporting, ensuring that financial activities are in compliance with all Executive Limitations of the Governance Policies of the Board
- (c) assist the Board to understand and act on pertinent financial matters; and
- (d) Prepare budgets, forecasts, deposit all monies and pay invoices

## **Duties of Secretary.**

The Secretary shall, when present, act as a Secretary of all meetings of the Directors and Members of the Corporation shall be custodian of the seal of the Corporation; and shall have charge of the minute books of the Corporation and documents and registers referred to in the Act. The Secretary shall perform all duties incident to the Secretary's office or that are properly requested of the Secretary of the Board. This may include managing the Corporation's website.

## **Duties of Registrar.**

The Registrar shall maintain club membership records, register members with governing bodies, maintain records of dues paid and work with the treasurer on dues collection.



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## **Duties of Directors of Mens, Womens & Junior Rugby**

Responsible for the game structure and support including coaching, playing, schedule, equipment, reporting. This is a proactive role that includes attendance at games throughout the season and frequent attendance at practices.

### **Tasks**

1. Produce and maintain:
  - a. a playing vision
  - b. a playing and development strategy
  - c. a performance measurement model and targets
2. Recommend Appointments:
  - a. Recommend coaching staff to the executive committee.
  - b. Recommend team captains to the executive committee after consultation with coaching staff.
3. Direct, manage and develop:
  - a. operational needs to ensure they are met by coaching staff and team captains (equipment, jerseys, water etc.)
  - b. coaching staff to improve their certification levels
  - c. Team Managers where appointed
  - d. Medical Support.
  - e. game analysis, with the head coach and appropriate assistance
  - f. coaching structure to identify and develop future coaching staff
  - g. development of club referees
4. Provide input to coaching staff on selection and relate to the performance measurement model and selection process
5. Work with the President and executive on:
  - a. recommending any change to fixtures
  - b. recommending any incoming and outgoing tours to ensure Rugby Ontario and Rugby Canada requirements are met.
6. Take a lead role on player recruitment and work with Registrar on strategy and ensuring registration needs are satisfied.
7. Work with coaches other Directors of Rugby to ensure and integration of junior players to senior teams and identification of high potential players .
8. Work towards achieving personal coaching certification and participate other development activities to continue developing skills.



# *Markham Irish Canadian Rugby Club*

**Duties of Sponsorship Director:** The Director of Sponsorship shall:

- a) obtain sponsors to support the objectives of the Corporation
- b) maintain positive relationships with sponsors and supporters
- c) communicate with and seek support from non playing (alumni) members
- d) seek support from government, foundations and other agencies that provide grants to sports organizations
- e) maintain records of support received, provide receipts to donors and keep records of donor contact information
- f) provide timely information on donations to the Treasurer and the Webmaster
- g) plan and coordinate an annual alumni recognition event with the Social Director

**Duties of Junior Program Director:** The Junior Program Director shall:

- a) Shall undertake the role of Child Protection (CP) Officer and maintain the CP Policy
- b) Ensure Vulnerable Sector Screening is completed by all those interacting with minors and maintain VSS results
- c) promote the junior program to maximize recruitment
- d) communicate with junior coaches and DoR Junior Rugby on any program issues
- e) coordinate social and award activities for the program

**Duties of Facilities Director:** The Facilities Director shall:

- a) be the Corporation's designated Director of Fletcher's Fields Ltd.
- b) participate on Fletcher's Fields Ltd. Sub committees as required
- c) provide regular updates to the President and the Board on the state of operations at Fletcher's Fields and strategic direction
- d) ensure that the Corporation's billings from Fletcher's Fields are reasonable and accurate



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**Duties of Social Director:** The Social Director shall:

- a) plan, develop and coordinate social activities for senior men and senior women.
- b) determine with the Board which events will designated to raise funds
- c) ensure all events are self financing
- d) coordinate and assist the Sponsorship Director to ensure events are planned to support sponsors and alumni