

## **Cirencester RFC Club Officer Roles**

Those roles highlighted in bold will form the Executive Committee of the club. Others can be invited at the Executive's discretion

- **President** - the "father" of the club and general adviser whose role is to oversee the smooth running of CRFC, act as an ambassador both internally and externally, representing the Club.
- **Chairman** - whose role is to oversee the smooth running of CRFC, act as an ambassador both internally and externally, representing the Club and the Executive Committee over whom he presides. Responsible for chairing the monthly committee meetings, working closely with Honorary Secretary, being available to attend all sub committee meetings (where he shall have a casting vote only), officiating in disputes that may arise, seeing that the best interests of both CRFC and its membership are abided by and ensuring the Constitution of CRFC is followed. In addition the Chairman should also be responsible for representing the club with Gloucestershire RFU. They will be responsible for the appointment of the Bar Manager (following agreement of the Committee as to the appointment), cleaners and groundsmen. They will report to the committee on all matters relating to bar including pricing, takings, stock-take and cellar equipment.
- **Secretary** - whose role is to make sure that all the workings of CRFC and of the Executive Committee are correctly recorded and minuted. Their role is closely linked to that of the Chairman and to all Executive Committee members. All correspondence, whether regular or irregular, internal and external shall be their responsibility. The Secretary will be responsible for the calling of meetings, circulating of notices, keeping and filing of records and minutes. The secretary will be responsible for all licensing matters.
- **Membership Secretary** - who is responsible for collecting all subscriptions and VP donations, liaising between members, associates, VP's and the Committee, maintenance of database/register of members, associates and VP's, ensuring that a process for membership applications is put into place and maintained, and ensuring that player registration is maintained.
- **Treasurer** - whose role is to manage all the financial aspects of CRFC and to represent the Club with its bankers, accountants and trading partners. Their responsibilities will include the paying of wages, all bills, VAT etc; and the collating of monies paid to CRFC in the form of membership subscriptions, match fees, sponsorship, social events, ticket subscriptions and other donations. They will be responsible for the various CRFC bank accounts and will act as the Club's servant with the Bank and other Financial Authorities. They will be responsible for the payment of dues to the RFU and the GRFU and for all Insurance matters in respect of both players and the Clubhouse and Grounds. The Treasurer will report to the Committee on a regular basis and will be responsible for keeping all matters of CRFC's financial status up-to-date. This person should also have responsibility for the overall business plan for the club.
- **Junior Chairman** - who will enjoy the benefits of full membership conferred on them for the term of office. The Junior Chairman's role is to represent the Junior and Mini Section of CRFC on the Executive Committee. The Junior Chairman is responsible for keeping the Club fully aware of all aspects of the Junior and Mini Section and is responsible for the smooth running of the aforementioned section. He is responsible for the integration and link-up between the main body of CRFC and the younger age-groups on both playing and social matters. He is responsible for ensuring that the best interests of CRFC are abided by and fully communicated to Junior players and parents. He is responsible for CRFC being fully and properly represented within GRFU and affiliated school bodies.
- **Rugby Chairman** - whose role will cover all rugby and playing matters at CRFC. They will be responsible for the role of the:
  - Fixtures Secretary (ies) who will arrange fixtures
  - Club Captain. Captain of both Senior and Youth rugby who will be responsible for recruiting and keeping players, maintaining morale and being a player's representative, meeting visiting teams and referees. Meet with the more senior youth players to bring

## **Cirencester RFC Club Officer Roles**

them through into the senior section. The role will not incorporate matters selection although the Head Coach may seek advice from the Club Captain

- Head Coach, who will be responsible for coaching and selecting the 1XV team (and appointing the 1XV captain as required) with assistance from the Rugby Chairman and other team captains, assisting in the coaching and the selection of the other senior teams with the assistance from the Rugby Chairman and other senior team captains
- Senior captains. For avoidance of doubt it is proposed that the 1XV captain is appointed by the coach, with other captains being elected at the AGM
- **Social Chairman** - whose role is to oversee and organise all CRFC social events throughout the year. They will be responsible for all aspects of event management in tandem with their own committee and the Executive Committee. They will be responsible for the collecting of monies raised and the recording of said amounts with the Treasurer. They will be responsible for liaising with the secretary to ensure all Licensing and Insurance matters are covered.
- **House and Grounds Chairman** - whose role is to oversee the smooth and efficient running of the Clubhouse, Clubhouse surrounds and all pitches and training areas. They will have absolute responsibility as to when training and playing of rugby can take place at the ground, and when appropriate will seek to secure alternative training facilities. The role will also require the House and Grounds Chairman to ensure that pitches are mown and marked and that all associated facilities both indoor and out are adequate. To undertake other duties that may arise from time to time or as directed by the Executive Committee.
- **Marketing and Sponsorship Chairman** - whose role is to oversee all aspects of Marketing and Sponsorship for CRFC both internally and externally and ensure that there is co-ordination with the Rugby, Social and Youth representatives. They will be responsible for finding Club Sponsors and responsible for all marketing of CRFC in the media and on the club's website. They will be responsible for the entertaining of sponsors. They will be responsible for the production and selling of match programmes and all other CRFC souvenirs.