



Call for Nominations for the Management Committee – 2014-15

In accordance with the Kenmore Districts Rugby Club's rules, nominations are called for the following statutory and proposed positions.

Statutory: President, Vice-President (Sunday), Vice-President (Saturday), Secretary, Treasurer and Registrar

Proposed: Director of Coaching, Marketing and Sponsorships Manager, Assistant Registrar, Canteen Manager, Communications Officer, Grants Coordinator

All appointments are for a 1 year period and can be renewed annually at AGM with member's support.

Below is a list of positions (6 Statutory and 6 proposed) for which members are welcome and encouraged to nominate themselves or other Club members. We have included a breakdown of Roles and Responsibilities for your perusal.

Nominations close at 5pm on Monday 17th June and should be sent to The Secretary at secretary@kenmorerugby.com.au.

Nominees must be current financial members and supported by two member nominations. Please indicate which position you wish to stand for, and that you are willing and able to fulfil duties as outlined above.

The Club's AGM will be held at the clubhouse on **Thursday 19th June at 7pm.**

Statutory:

President:

Responsible To

The President is elected by the club's members and responsible for representing the views of the members.

Roles and Responsibilities -

- Manage committee and/or executive meetings
- Manage the annual general meeting
- Represent the club at local, regional, state and national levels
- Attend all external meetings with BJRU and QRU as per schedule
- Attend KDRC monthly meetings
- Act as a facilitator for club activities
- Keep up to date with Government Grants, Community grants and all other areas in which we can raise money to enhance the future of the club.
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.
- Assessment and Selection of end-of-season awardees
- Be on call for alarm company

- Ensure that the club is adequately supervised for all training and game day session.
- Liase with both the local soccer and AFL club to which we are neighbours.
- To maintain links with the Kenmore Cricket Club that we allow to utilise our facilities during the summer season.
- To ensure full usage of the fields by renting them out to external parties when the rugby club doesn't require them.
- To maintain a Key register and alarm code database.
- Be available (at least on mobile) each Saturday to resolve complaints, schedules, BJRU matters
- Be available (at least on mobile) each Sunday to resolve complaints, schedules, BJRU matters
- To ensure all statutory requirements – liquor license etc are maintained and kept up to date.

Vice President (Sunday):

Responsible To

The Vice President is elected by the club's members and responsible for representing the views of the members.

Roles and Responsibilities -

- In President's absence, assume the responsibilities of the President
- Assist with the grading process for Sunday teams
- Attend KDRC monthly meetings
- Overall management and coordination of Sunday teams through liaising with managers, coaches and members throughout the season
- Ensure all team managers understand their duty of care with regards to a qualified coach, touch judge, manager and preference for a referee and that each team does duty as a field marshal.
- Overall management and coordination of Sunday activities including set-up, take-down and medic hire.
- Be available (at least on mobile) each Sunday to resolve complaints, schedules, BJRU matters
- Form close association with Vice President (Saturday) and Registrar to ensure that good communication channels are in operation
- Ensure teams are provided with adequate kit and equipment
- Assessment and Selection of end-of-season awardees, esp related to Sunday competition.

Vice President (Saturday)

Responsible To

The Vice President is elected by the club's members and responsible for representing the views of the members.

Roles and Responsibilities -

Roles and Responsibilities –

- Overall management and coordination of Saturday teams through liaising with managers, coaches and members throughout the season
- Ensure all team managers understand their duty of care with regards to a qualified touch judge, coach, manager and referee, and that each team does duty as a field marshal.
- Attend KDRC monthly meetings
- Overall management and coordination of Saturday activities including set-up, take-down and medic hire.

- Be available (at least on mobile) each Saturday to resolve complaints, schedules, BJRU matters
- Form close association with Vice President (Sunday) and Registrar to ensure that good communication channels are in operation
- Ensure teams are provided with adequate kit and equipment
- Assessment and Selection of end-of-season awardees, esp related to Saturday competition.
- Walla Carnival coordination.

Secretary

Responsible To

The secretary is directly accountable to the President and the club members.

Responsibilities and Duties

- Prepare the agenda for club meetings in consultation with the Chairperson
- Make arrangements including venue, date, times and hospitality for club meetings
- Send adequate notice of the meetings
- Collect and collate reports from office bearers
- Call for and receive nominations for committees and other positions for the club
- Take the minutes of meetings
- Write up the minutes as soon as possible after the meeting
- Read, reply and file correspondence promptly
- Act as the public officer of your club liaising with members of the public, affiliated bodies and government agencies.
- Organise photo day including all of the timetables.
- Order and organise end of season trophies, medals and enduring plaques.

Treasurer

Responsible To

The Treasurer is directly accountable to the President and the club members.

Responsibilities and Duties

- Prepare a budget and monitor it carefully
- Keep the club's books up-to-date
- Keep a proper record of all payments and monies received
- Make sure financial reports are available and understood at all committee meetings
- Show evidence that money received is banked and documentation provided for all money paid out
- Ensure that information for an audit is prepared each year
- Arrange the audit
- Give Treasurer's report at regular meetings and when required
- Produce an annual financial report
- Prepare and distribute invoices/accounts for services rendered
- Pay the bills.

Registrar

Responsible To

The Registrar is directly accountable to the President and the club members.

Responsibilities and Duties

- Maintain an up to date register of all players
- Primary point of contact with BJRU regarding team matters (draw, injuries, etc).
- Plan sign-on days at commencement of season

- Obtain all relevant details of players wishing to play for the Club
- Complete documentation for each player as required by KDRC/BJRU
- Ensure that original copies of birth certificates and other proof of age documents are available for each new player
- Assist players to complete transfer forms as required and authorize the transfer on the Club's behalf, keeping the Secretary informed of player movements. Communicate transfers as soon as possible to BJRU
- Provide information as required to enable player records to be maintained
- Keep your Club committee informed of the status of registrations at all times
- Be aware of legal privacy regulations and ensure the requirements are implemented.
- Maintain register of all coaches and managers
- Maintain Blue Card register
- Maintain coaches' database with relevant qualifications.
- To also have access to Facebook and Website to be able to record changes in real time to games and events.
- To maintain game sheets and ensure all sheets are maintained and entered to the BJRU in a timely and correct fashion
- Be available (at least on mobile) each Saturday to resolve complaints, schedules, BJRU matters
- Be available (at least on mobile) each Sunday to resolve complaints, schedules, BJRU matters

Proposed:

Director of Coaching

Responsible To

The Director of Coaching is directly accountable to the President and the members of the club.

Responsibilities and Duties

- In conjunction with regional and state regulatory bodies (BJRU/QRRA), ensure all club coaches hold appropriate qualifications and help Registrar maintain relevant database.
- Ensure there are enough coaches for the club's requirements.
- Develop a budget for the club's coaching accreditation program
- Provide all relevant information to the Registrar to ensure records of club coaches and coaching qualifications are maintained
- Develop an understanding of the role of sports science in coaching
- Arrange appropriate coach training sessions, locations, dates and times
- Be available to assist at games if necessary
- Foster a positive club spirit amongst all coaches and encourage them to participate in a sporting manner
- Enhance feelings of self confidence and self-esteem within the club coaches
- Meet regularly with coaches to discuss performance and provide feedback
- Arrange for, and conduct where appropriate, assessments of the club's coaches
- Encourage maximum participation from the club's coaches
- Liaise with other Committee members regularly
- Continually seek out potential coaches and recruit whenever possible.

Marketing and Sponsorships Manager

Responsible To

The Marketing & Sponsorship Manager is directly accountable to the President and the members of the club.

Responsibilities and Duties

- Develop (as part of the club plan) the club marketing plan and sponsorship packages
- Oversee the implementation of the strategies in the marketing plan
- Submit regular reports to the club committee
- Co-ordinate all sponsorship for all areas of the club
- Seek out new sponsors to supplement existing sponsors
- Ensure sponsors signage is in place and all other aspects of sponsorship packages are in place prior to the commencement of the season
- Arrange a sponsors functions
- Ensure all sponsorship agreements are honoured
- Maintain contact with all corporate sponsors throughout the season
- Maintain strong relationships with all Club sponsors.

Communications Officer

Responsible To

The Communications Officer is directly accountable to the President and the members of the club.

Responsibilities and Duties

- Communicate information between the Committee and its members
- Disseminate by email, website, notice and/or newsletter, any information from within the Club and outside the Club, relevant to all members
- Cooperate with the webmaster to oversee the management of the Club website
- Act in conjunction with the Committee for the marketing of the Club to the community and to potential new members
- Assist the Secretary/Registrar with the maintenance of the Club membership database

Canteen Manager

Responsible to

The Canteen Manager is directly responsible to the President and other committee members. It is the one position on the committee from 2015 that has a paid component.

Responsibilities and duties

- All stock ordering and management of canteen.
- All management of staff for training and game days and additional functions on request.
- All Merchandise ordering and management of sizes and stock rotation in consultation with committee.
- Oversees the BBQ on Friday nights and manages the BBQ duty roster.
- Organises all training of staff for canteen.

Grants Coordinator

Responsible To

The Communications Officer is directly accountable to the Treasurer and the members of the club.

Responsibilities and Duties

- Identify potential funding sources.
- Identify club funding requirements which may qualify for grant funding.
- In conjunction with the treasurer and the club management committee develop a fundraising plan.

- Write or oversee the grant application, and ensure all appropriate/required support documents and information is gathered and included with the application.
- In conjunction with the treasurer and management committee ensure the approved funds are used for the designated purpose.
- Ensure appropriate grant compliance documentation is obtained and submitted as required.
- Assist the treasurer to ensure an appropriate documentary trail is maintained for audit purposes and accountability returns.

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