

Executive Board Meetings are held on the first Wednesday of each month at the clubhouse at 7:00pm.

- All board members are expected to attend each meeting
- Meetings typically run 1-2 hours

President:

- Oversee the management of all club activities
- Establish an effective Business plan by delegating out roles with full time descriptions to committee members and Team Leaders
- Preside over monthly meetings
- Have a good understanding of the club constitution, rules and procedures and duties of all office-holders
- Manage the club Annual General Meeting, ensuring reports, awards and procedures are completed in the correct manner
- Ensure a realistic budget and strategic plan are drawn up, implemented and followed through by the committee and the club's volunteers
- Support and help all coordinators
- Be innovative in re-energizing the club
- Work with sponsor corporations that support your club
- Promote the many advantages of the club membership and involvement
- Keep in contact with the organizations finance through the treasurer
- Ensure decisions made by the committee are carried out
- Implement the clubs volunteers reward and recognition programme
- Liaise with all members on a regular basis, in conjunction with the club captain
- Offer applicable training courses to all volunteers and paid employees of the club
- Ensure that all members are aware of the club's goals and objectives

Responsibilities during Meetings:

- Prepare an agenda in consultation with the secretary
- Conduct the meeting in a manner that enables everyone to voice opinions
- Conduct the meeting in a way that ensures business is dealt with efficiently
- Steer the meeting through the agenda
- Summarize what has been said
- Move to vote if necessary

Estimated weekly time commitment:

Secretary:

- Assist in compiling executive meeting agendas prior to monthly meetings
- Take minutes of all monthly meetings
- Distribute minutes to appropriate people
- Track action items from meetings
- Keep bookings up to date

- Send out club correspondence
- Take complete AGM minutes; compile with all relevant documents and forward to executive and Provincial Union

Estimated monthly time commitment: 2hrs @ monthly meetings. 2hrs to write/communicate meeting minutes/action items

Treasurer:

- Attend all committee meetings and table statements of Financial position and performance
- Received and pay all accounts
- Invoice debtors
- Banking
- GST returns
- Bank reconciliations
- Provide monthly reports required: cash movement for month and debtors outstanding
- Prepare year-end accounts in time for AGM; forward copies to Provincial Union and the Companies Office
- Arrange audits
- Prepare annual budget to present at AGM and oversee the implementation
- Provide reports as required e.g. fundraising, tournaments.
- Receive fees/subscriptions
- Work with designated committee/sub-committee members in the areas of grants, sponsorship, donations and fundraising.
- Review club services and investment on at least an annual basis to ensure that the club is receiving the best possible options for its members
- Ensure that the appropriate insurance cover is in place for al assets, players, public liability etc.

Estimated monthly time commitment: 8hrs

Vice President –Administration:

- Administer registration of all players, coaches, volunteers with the BCRU database and produce lists for team management and coaches
- Oversee club fees
- Maintain club records and filing systems
- Provide club player packages to every registered player

Estimated monthly time commitment: 6hrs (time commitment front loaded at the beginning of each season)

Vice President –Fields:

- Oversee all field bookings
- Liaise with all facility users regarding bookings for club house hire and keep the calendar of events

Vice President –Social:

- Plan and organize club events
- Manage all day-to-day requirements for bar staff and catering
- Keep members informed of club activities
- Organize volunteers to help run events such as home games & club socials

Estimated weekly time commitment: 5hrs

Social Media Coordinator:

- Maintain and update the club website content
- Increase engagement of club members
- Communicate through social media platforms (such as Facebook, twitter, instagram) with club members and fans of the sport of rugby by providing positive, relevant and informative content.
- Manage club email account and distribute weekly email blast with updates

Estimated weekly time commitment: 3hrs

Youth Development Coordinator

- Coordinate Youth games & tournaments
- Assist youth teams by organizing coaches and equipment
- Assess the needs of Delta youth teams and how the Brit Lions can assist them with development

Estimated weekly time commitment: 3hrs

VRU Rep

- Attend Vancouver Rugby Union meetings to ensure club is represented and club interests are protected and voiced
- Provide summary of meetings content and any upcoming issues that may affect the club

Estimated monthly time commitment: 3hrs

Director (x 3)

- Assist Executive members where needed
- Provide input for decisions going to vote

Estimated monthly time commitment: 2hrs