



**EXECUTIVE BOARD
ROLES AND RESPONSIBILITIES**

PRESIDENT

Oversees all the affairs of the Club. All Executive Board Members report directly to the President.

Assists all portfolio Vice Presidents in preparing goals and objectives for each season.

Assists all portfolio Vice Presidents with projects and responsibilities, as required and when available.

Presides as Chair at all Club Executive Board and Annual General Meetings (AGM) and Special General Meetings (SGM) and is responsible for:

- Reviewing and confirming the Agenda;
- Ensuring a business like atmosphere at all meetings; and
- Keeping order at all meetings.

Ensures portfolio budgets are submitted and discussed by the Club Executive Board, in a timely manner. Ensures that portfolio Vice Presidents are conducting proper business and staying within budgets.

Shall review and approve all:

- Bylaws;
- Roles and Responsibilities of Club Executive members, Board members and Directors;
- Club Policies;
- Contracts and agreements; and
- Cheques, if required.

Ensures consistent and timely communication with all Club members, in conjunction with the Club Secretary, regarding:

- Club Executive Board, Annual General and Special General meetings;
- Decisions made by Club Executive Board; and
- Actions undertaken by the Club Executive (Board and Directors).

Stakeholder Engagement

- Build and maintain relationships with the Eastern Ontario Rugby Union, Rugby Ontario, Federation de Rugby Quebec, and Rugby Canada.
- Attend all Branch and Provincial meetings or when not possible designates an alternative from the Club Executive Board.