



**CLUB EXECUTIVE BOARD  
ROLES AND RESPONSIBILITIES**

**SECRETARY**

The Secretary reports directly to the Club President.

Assist Club Executive Board Members to prepare goals and objectives for their portfolios.

Attend all Club Executive Board meetings, Annual General Meetings (AGM), and Special General Meetings (SGM) and record the minutes of all meetings. Update Club Constitution as per motions passed at the AGM & SGM. Attend Eastern Ontario Rugby Union and Rugby Ontario and other stakeholders meetings as required or requested by the Club President.

The Secretary will be a signatory for all Club cheques with the VP Finance or President, in absence of the VP Finance, to cover payments and procurements and signing authority under their portfolio.

**Club Policies** - Prior to the start of the season; review, make amendment recommendations as required and circulate these Club policies to the remainder of the Club Executive Board for review and approval.

**Legacy Fund Management** - In collaboration with the VP Finance oversee and manage the Club Legacy Fund in accordance with the policy that it binds its intended purpose.

**Executive Committee Roles & Responsibilities (R&R)** - two months prior to the AGM, circulate the R&R for review and approval by the Club Executive Board.

Provide administrative support for Club Executive Board and Directors, including but not limited to:

- Coordinating date, time, and venue for monthly Club Executive Board meetings, Annual General meeting and Special General meetings;
- Call for Agenda items and circulate Agenda;
- Collate and distribute all documents required for decision or action;
- Take and distribute meeting minutes; and
- Correspondence with Club members, in coordination with Club President.

Shall be custodian of:

- The seal of the club (hard and soft copy),
- The Constitution, records, meeting minutes, contracts, and all other documents related and belonging to the Club.

**Appointment of Directors** - Recruit, appoint and oversee activities of the below noted Directors who report to the Secretary, or take on the tasks in absence of a Director. Hold any meetings, formal or informal, with the Directors reporting to the Secretary as required to discuss Club matters.

- Child Protection Officer;
- Blue Card Officer;
- Director Marketing and Communications; and
- Associate Membership Coordinators.