



## **ROLES AND RESPONSIBILITIES EXECUTIVE BOARD**

### **VICE PRESIDENT OPERATIONS**

The Vice President (VP) Operations reports directly to the Club President.

Prepare the goals, objectives and budget for their portfolio, in conjunction with other members of the Club Executive Committee.

Attend all monthly Club Executive Committee meetings, Annual General Meetings, and Special General meetings as an Executive Committee member.

Assist other members of the Club Executive Committee with various tasks as the opportunity avails and as requested.

**Discipline** - Responsible for all matters relating to discipline in the Club, including but not limited to, preparing and submitting all paperwork for discipline hearings and attending as Club discipline representative, along with the Club member who has been called to a discipline hearing. These responsibilities shall be carried out in accordance with the [Rugby Ontario Operations Manual](#), specifically paragraph 7.0.

**Club Policies** - Review and provide feedback on Club policies and manuals applicable to their portfolio prior to the start of the season.

**Club Events** – Responsible for the organization and management of Club wide events, with the assistance of other volunteers from within the Club membership.

**Appointment of Directors** - Recruit, appoint and oversee activities of the below noted Directors who report to the VP Operations, or take on the tasks in absence of a Director.

- Director of Recruitment
- Director of Coach Development
- Director of Match Official Development

Hold any meeting, formal or informal, with all Directors reporting to the VP Operations, as required to discuss Club matters.