



**ROLES AND RESPONSIBILITIES
EXECUTIVE BOARD**

VICE PRESIDENT PROGRAMS

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

They prepare goals, objectives and budget for their portfolio, in conjunction with other Club Executive Board Members. Monitors relevant rugby program costs to ensure they remain within the set budget.

Responsible for the delivery of all activities related to all the Clubs rugby programming for which they oversee, including but not limited to the below activities.

Meetings - attend all Club Executive meetings, Annual General Meetings (AGM), and Special General (SGM) meetings as a Club Executive Board member. Attend, or organize a suitable replacement (i.e. applicable program Director) to attend all meetings regarding rugby programming at all levels held by the EORU and Rugby Ontario.

Club Policies and Strategic Plans - Provide feedback and input to update Club strategic plans and policies prior to the start of the season. In coordination with the VP Operations ensure that all Club coaches and volunteers within all programs are aware of the Club's policies and incentives.

Appointment of Program Directors - Recruit an appropriate Director for each of the Programs (Minors, Juniors, Senior Women, Senior Men, Old Boys)

Registration - In coordination with the VP Operations, ensure that all coaches are registered and have completed and submitted all required coaching certificates and qualifications, annually. In coordination with the Director of Registration, assist as required with any registration issues arising from any of the programs.

Events - Along with other members of the Club Executive, assist the VP Operations in the organization and coordination of Club events (Club Weekend, Fundraisers, End of Season Banquet, etc.) for all programs.

Training Sessions - In coordination with the VP Planning and coaching staff, set dates for all training sessions.

Club Jerseys, Merchandise and Equipment - In coordination with the Club Equipment Coordinator and Director of Club Kit and Merchandise, ensure all programs are issued with jerseys and both game day and training equipment for the season.

Stakeholder Engagement - Coordinate training and social opportunities between Junior and Senior programs. Build and maintain relationships with other Clubs and relevant Board and Directors of the Eastern Ontario Rugby Union, Rugby Ontario, Federation de Rugby Quebec, and Rugby Canada.