



VOLUNTEER POSITION DESCRIPTIONS

COMMUNITY RUGBY LEAGUE CLUB BOARD/COMMITTEE

Community Rugby League Clubs are generally governed by a Board, which can be also known as a Committee. The Board / Committee is traditionally made up of a President, Vice President, Secretary, Treasurer, and general Board / Committee members looking after other portfolios that are deemed appropriate such as Sponsorship and Fundraising Coordinator, Volunteer Coordinator and Media and Public Relations Coordinator.

The Board / Committee is the senior decision making group within the Club and manages the Club's affairs on behalf of the members. The Board / Committee's major responsibilities are:

- » Administration
- » Financial Management
- » Risk Management
- » Leadership

Duties

- » Ensure the Constitution, objects, aims, rules and regulations of the Club and the decision and by-laws of the Board / Committee are respected and observed at all times
- » Monitor the corporate affairs, governance and policies of the Club
- » Obtain and maintain a general understanding of the business of the Club
- » Undertake regular reviews of the financial position of the Club, and make further enquiries from those reviews if necessary
- » Ensure that the Club has an effective Risk Management Program and policies in place
- » Oversee the Club's planning initiatives for the Club's short and long term development
- » Meet regularly on agreed dates
- » Form partnerships with relevant parties
- » Appoint Delegates if required

Board / Committee Size and Composition

There are no hard and fast rules regarding Board / Committee size. It should be appropriate for the size of the Club. Five is a good rule of thumb for small to medium sized Clubs. If the Board / Committee is too large it may prove to be too cumbersome and ineffective. Many 'modern' Board / Committee structures consist of a smaller group/s that relieve the main Board / Committee of certain tasks by capitalizing on the specialist skills of members within the Club who are willing to contribute their time and expertise to complete a certain task. The group/s reports to the main Board / Committee regularly.