

DARTMOUTH PIGDOGS RFC
SUMMARY OF ROLES & RESPONSIBILITIES FOR EXECUTIVES

CLUB EXECUTIVE

The following positions are elected roles, selected each January for a one-year (calendar) term by majority vote of membership in attendance at the Annual General Meeting. In the event an elected board member cannot continue with their duties, the remaining executives will appoint someone to complete the term.

THE CLUB PRESIDENT

The Club President shall assume overall responsibility for club business as it relates to the Dartmouth PigDogs R.F.C Membership.

The Club President will represent the club at Rugby NS meetings, and will disseminate information to the club membership as appropriate.

S/he will schedule board meetings and shall act as chair and facilitator at General Meetings, Event Meetings and at meetings of the Executive Board. S/he will determine if subcommittees are required for special events/activities, and will appoint committee chairs as appropriate.

For appointed positions, the Club President will consider feedback from the other executive members before appointing the roles.

The Club President will oversee sponsorships, including sourcing additional sponsors and maintaining current sponsors. S/he may appoint other members to assist with sponsorship. If a potential sponsor is in dispute, the Club President will make the final decision to continue/begin the relationship.

In the event the executive vote on a matter before the board, and there is a tie, the President shall consider both sides of the matter before casting the deciding vote.

In the event of a complaint made against the club or a member of the club, from another member of the club, or another club within the Rugby NS union, the Club President or designee shall lead any investigation and provide a response. This may include responding to disciplinary sanctions from on-field violations.

The Club President will select the member(s) to win the Molson Award (Supporter of the Year) for the annual banquet, and may solicit feedback from the executive or officers in this process.

VICE-PRESIDENT(S)

The Vice-Presidents (Men's and Ladies') represent their respective sides. The VP will represent the club at Rugby NS subcommittee meetings, including annual women's and men's pre- and post- season meetings. They may attend other Rugby NS meetings as requested by the Club President. They will attend PigDog board meetings on a regular basis.

The VP will manage the registration process for all players and coaches, including collecting forms, processing and submitting to Rugby Nova Scotia after collecting and turning in the fees to the Treasurer or confirming with the Treasurer that fees have been paid. S/he will also collect personal information from the club membership for the purpose of creating a roster of player information and communications.

S/he is required to ensure that Dartmouth PigDogs R.F.C has all legal rights and permissions necessary to use any land, objects, or physical assets owned by another party for the production of an Event. This may include but is not limited to acquiring permission from private individuals, governments, or corporations who own the land or buildings, which are to be used for the Event. This also includes ensuring appropriate sanctioning from Rugby NS for games, exhibition matches, and tournaments. In the event of an incident, the VPs will complete appropriate reports (including Rugby Canada injury reports) or investigations to advise the board.

The Club Vice Presidents shall act as a liaison between the coaching staff, players, and executive. S/he will assist with the selection of coaches as required, and may be involved with responding to any issues that arise during the season (including disciplinary sanctions from RNS). S/he will communicate with the players and coaches to advise of any game or practice related changes, and will seek feedback from coaches before responding to scheduling changes requested by other clubs or RNS.

The VP will provide the coaches with a list of eligible players, and advise of players ineligible to play (due to suspension, not yet registered, dues not yet paid) so that the coaches can select a lineup from eligible players. The VP will make sure that game sheets are properly completed and submitted to Rugby Nova Scotia as required.

The VP's will report of any comments or concerns from the membership brought to their attention.

TREASURER

The Treasurer shall assume the responsibility for club business as it relates to the Dartmouth PigDogs R.F.C finances.

The primary responsibility of the Treasurer is to ensure club bills are paid and accounted for as well as to report the club's financial standing to the Executive. The Treasurer will prepare an annual budget at the beginning of the year and make recommendations to the executive on dues/fundraising required to ensure a balanced account at year-end. At the annual general meeting, the Treasurer will be prepared to give a summary of the annual financial statement to the membership and a breakdown of how club dues are allocated.

Other duties include: booking and paying for event sites from club funds, acquiring and paying for Rugby Canada insurance from club funds, collecting all waivers and fees from members and recording and presenting all club transactions to the membership.

Any purchases that are required for the club using club funds must first be approved by the Treasurer. Executive purchases of \$50 or more must be approved by the Treasurer. Any purchases of \$200 or more must be approved by the Treasurer and the Club President. The Treasurer will have signing authority of any club accounts, and all cheques will require two signatures.

The Treasurer will also report of any comments or concerns from the membership brought to their attention.

SOCIAL DIRECTOR

The Social Director is slated with the task of uniting the membership. The main duties of the Social Director are to plan, inform the membership and partake in activities that are designed to unite the Dartmouth PigDogs R.F.C Membership.

The Social Director is a visible position on the executive and with the membership, and works with the Club President to maintain strong sponsor relations, primarily with Molson and Doolittle's. The Social Director will make recommendations for events that will further the club's sponsor relationships and that also align with our value of being a social club with a social conscience.

S/he shall plan club events where all membership is encouraged to attend, both social functions and charitable activities. Some examples are organizing charitable activities

such as food drives, promoting GiveRs, and other activities supported by our sponsors or Rugby NS.

The Social Director coordinates any club events, including annual club day celebrations, post-tournament socials, and the awards banquet. S/he may appoint other club members to assist with organizing, operating, and hosting duties, as required.

S/he will also assist with promoting any social or club activities through email and social media promotion, and will provide the Webmaster with information/photos for the website.

The Social Director will also report of any comments or concerns from the membership brought to their attention.

MEMBER AT LARGE (NON-ELECTED POSITION)

The Member at Large is appointed by the Executive, and is typically a former Club President. The Member at Large retains this position until they step down from the role and/or a new Member at Large is appointed by the Executive.

This position belongs to a member of the club who demonstrates that s/he has the best interest of the club and shall represent the 'conscience' and 'voice' of the club Membership at Executive Board meetings.

The Member at Large will participate in executive board meetings, and may represent the club at Rugby Nova Scotia meetings in which the President or other Executive members cannot attend.

The Member at Large provides guidance and support to the executive of Dartmouth PigDogs RFC, based on their experience and knowledge of prior club operations and the needs of the current membership.

The Member at Large is a liaison between sponsors and the club executives, and may be asked by the President to assist with any sponsorship discussions.

The Member at Large shall represent the Membership in any complaints against the members of the Executive Board or their decisions. The Member at Large may, on behalf of the membership, force an issue to be re-examined by the Executive Board, though there is no guarantee that the previous decision will be reversed.

