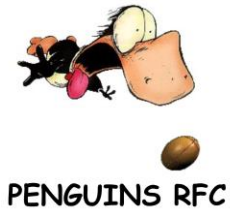




Roles and Responsibilities



Vice-President Men's

The Vice-President is the human resources department for the men's team and deals primarily with personnel-related activities. He is responsible for all stages of a member's relationship, from recruiting to alumni. He will represent the men's team as registrar with Sportngin, or affiliate. The Vice-President Men's should be skilled in dealing with people and a good administrator that can keep track of members and their contact information. He shall be a current member in good standing. It is preferred that he have an understanding of MS Access databases, MS Excel, and email programs as these are the primary tools for administration.

1. Recruit new members - college, experienced and inexperienced adults, international, and military players
2. Integrate new members into the club - make sure they are introduced to other members, have a contact on the team and know critical information
3. Track members' contact, background, and emergency information - keep it current on shared web sites and have it on hand for matches.
4. Ensure club and players are eligible for matches by complying with league and club requirements.
5. Monitor club morale and suggest team building social activities
6. Communicate with Alumni/Old Boys
7. Develop relationships with other clubs
8. Share the duties of the President in his/hers absence
9. Succeed the President in the case of the President's resignation, expulsion or death until the next AGM
10. Act as the Men's representative at all Men's Rugby fixtures and Men's hosting events
11. Attend monthly Executive meetings
12. Act as a executive representative member of all assigned sub-committees
13. Be responsible for undertaking any reasonable duties the Executive may request of him

