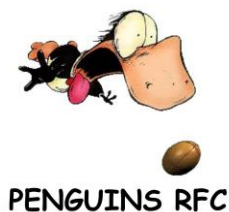




# Roles and Responsibilities



## President

### Roles

1. Provide leadership and management to support the club in achieving goals aligned with the Mission Statement approved by the executive in a manner that reflects integrity, respect for the game and sustainable without compromising the future of the club.
2. Provide a representative point of designated accountability and authority on behalf of the club including matters of documented correspondence.
3. Provide authority to resolve matters amongst the executive

### Responsibilities

1. Ensure the positions of executive and coaching roles are filled. This shall include providing interim representation if a position becomes expectantly vacant until the next opportunity for elected replacement.
2. Chair executive meetings and ensure agendas are provided at least 7 days in advance and meeting minutes are documented and saved to club storage.
3. Ensure that there is alignment and accountability amongst the executive and coaching.
4. Ensure the Societies act bylaws are current and reflective of present organizational commitments
5. Ensure there is representation for the club for responsibilities related Rugby Canada, and ERU (e.g. meetings, registration, formal requests and disciplinary matters)
6. Ensure that there is routine communications to provide transparency of the executive status, performance and provide opportunity for active members to be informed and provide input into club activities.
7. Ensure that public matters involving the club are managed to have positive reflection.
8. Ensure that monthly financial reconciliation statements are reviewed and approved in a timely manner and reported to executive.

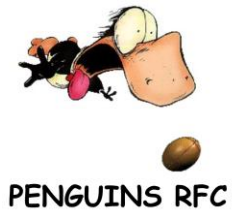
### Qualifications

1. Must be, or have been an active Penguin player with above average rugby experience and knowledge
2. Should have leadership and management experience commensurate to the role and responsibilities
3. Must have good communication and computer skills
4. Must be able to commit an estimated 10 hours per month in the off season and 20 hours a month during the playing season





## Roles and Responsibilities



### Measurables

1. Is the roles filled
2. Has the Societies act bylaws been reviewed and approved within the last 12 moths
3. Has the mission statement been reviewed and approved within the last 12 months
4. What is the registration status (compare annually to determine average, and if below average – why)
5. Annual General Meeting is scheduled and attended by not less than 12 active members and 5 of the 7 executives.
6. Annual player satisfaction and feedback survey

### Budget requirements

- To be determined by the executive. Only consideration may be funding to host executive meetings

