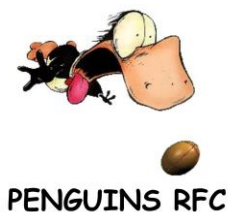




# Roles and Responsibilities



## Women's Executive Representative

### Description

1. Represent the women's team to the clubs management; including the executive branch, Edmonton Rugby Union, and coaching staff
2. Act as a liaison between the executive branch and women's team. Keeping them informed on the club requirements.
3. Act as a point of contact for the women's team members to come to for questions and/or concerns.

### Qualifications

1. A person who has good leadership, management, organizational and communication skills.
2. Must be someone who works well with others and easy to approach.
3. Enthusiastic and dedicated individual who want to help grow rugby within the community
4. Must be a member of the Penguin's Club
5. Able to provide ~10 hours per weeks on average to job responsibilities.

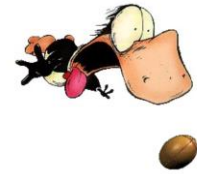
### Responsibilities

1. Represent the club s registrar for the women's senior and youth on sports engine.
2. Ensure all the players are registered and have a completed concussion baseline before the first game. A copy of each concussion baseline must be brought to each game.
3. Ensure the team sheets and other relevant forms are filled out before each match.
4. Act as a point of contact for new players, visiting teams, and referees.
5. Collect tournament fees from players when necessary.
6. Help ensure all appropriate documents are filled out immediately after a players' injury, for insurance purposes. This includes but not limited to incident report and witness statements.
7. Promote growth of women's rugby in the Lakeland Area.
8. Foster the relationship with the Lloyd Reapers' women's team.
9. Encourage players to get involved with volunteer work and social activities at the club.
10. Ensure the societies act, bylaws and code of conduct are being followed. Work with individuals and executive if problems/issues arise. Act as a role model of proper behaviour.
11. Attend ERU meetings when necessary. This includes the fixture meeting and possibly the annual general meeting.
12. Co-ordinate with the Logistics Rep to keep track of a general Kit (jerseys, balls, etc) and medical kit. Ensure everything is fully stocked and in good repair.
13. Lead hosting the visiting teams; including but not limited to man of the match, beer for the opposition, etc.





## Roles and Responsibilities



PENGUINS RFC

14. Attend regular Executive Branch meetings.
15. Provide support to the Treasurer for Sport Engine Statements and other funds tracking. Provide recipes for items purchased from the Women's Rep Budget.

