

## **TR – Executive and Director’s Job Descriptions**

### **President:**

- Attend board meetings, AGM and other related TRU meetings.
- Chair the above meetings (or nominate a replacement as required)
- Attend ORU board meetings and ORU AGM and present the TRU executive position or nominate a replacement. The president may nominate a replacement for a specific meeting, but is not to have the designate attend all meetings or a majority of meetings.
- Deal with discipline appeals under the TRU/ORU regulations.
- Perform signing duties for TRU payments.
- Respond in a timely manner to all appropriate correspondence and report to the TRU board.
- Represent the TRU in all matters as the official voice of the TRU.

### **Secretary & Communications Director:**

- Organize TRU board meetings – including booking venues, setting dates, notifying board members, and verifying member’s attendance in advance.
- Attend board meetings and the AGM.
- Book the AGM venue and organize the event including venue, time, food, sign in sheet, voting cards and list of members in good standing.
- Prepare an agenda for the board meetings and AGM based on information supplied by the board members and items carried over from the previous board meetings and previous year’s AGM.
- Prepare the AGM report using the information supplied by the board members.
- Prepare and circulate minutes of the board meeting and AGM. Board meeting minutes do not have to include every discussion etc, but must include all items which are voted on by the board. Minutes to be circulated by the 15<sup>th</sup> of the month following the board meetings. AGM minutes to be submitted to the communications director by the 15<sup>th</sup> of the month following the AGM for posting on the website.
- Prepare and circulate announcements to the member clubs for upcoming events and other issues as directed by the board.
- Update the board members mailing list (annually) and submit it to the communications director to be added to the website.
- Create club contacts template, distribute it to the clubs with a deadline for response. This should be ready by the AGM and the results submitted to the communications director by February 1<sup>st</sup>. of the next year for inclusion on the website.

**Secretary con't:**

- Prepare and submit a report at the AGM covering relevant information regarding the web site, future development, plans etc.
- Set up and maintain the official TRU website and insure that official TRU board policies are posted, such as but not limited to:
  - Policy Register
  - Game Regulations
  - Pay on the Day Policy
  - Official Calendar
  - League Schedules
- Information supplied is to be posted no later than 7 days after it has been sent to the communications director.
- Prepare recommendations for the fixtures management system by presenting to the board the choices, costs etc. based on any RFP which are submitted.
- Setup and monitor the phone system.
- Provide technical assistance in all IT matters relating to the web site and the league management system to the board, member clubs for updates, links etc.
- Submit budgets for inclusion into the general budget to be presented at the AGM as requested by the treasurer.

**Treasurer:**

- Attend board meetings and the AGM.
- Keep the board up to date on the current state of finances, dues collection budgets etc.
- Prepare and submit financial reports to the membership at the AGM which will include: Assets/Liabilities, Income/Expenses (both budgeted and actual) for the fiscal year as well as budgets for the upcoming year.
- To collect and review budgets by the directors and to insure the various programs remain on budget throughout the year.
- To assist directors, conveners and/or program managers in establishing budgets for programs and monitor spending to insure it is within expectations.
- To communicate to the Executive committee (on urgent financial matters) and the board on general financial concerns and provide suggestions to resolve the challenges.
- To bill the clubs for dues and collect the fees.
- To bill clubs for defaults (as determined by the game director and conveners) and collect the penalties.
- To bill the clubs for any penalties imposed by the board for any infractions as per the policy register.
- To assist the permit coordinator with the collection of park permit fees in advance of paying for the permits (again this MUST be at the very least a break even proposition).
- To provide financial information and assistance to any new clubs that wish to join the TRU so they can establish their budgets/dues etc.
- Make assessments to the board regarding the financial viability of potential new programs and their impact on the budget and club dues.

**Treasurer con't**

- To liaison with the T& DRRS to determine development funds, monitor and disperse these funds if the criteria established are met.

**Director of Game:**

- Attend board meetings, spring fixtures meeting and the AGM.
- Post the requirements for the league conveners, receive applications and make recommendations to the board on the candidates.
- Chair the game committee (with the 4 league conveners) and prepare recommendations for the board on league structures, game regulations etc.
- Prepare and present a fixtures report at the AGM covering the league and playoff results for all leagues. This information can be gathered from the league conveners.
- Prepare a report for board meetings on the current status of league play (when applicable), any on going problems or issues that need to be addressed. This report can be verbal and entered into the minutes.
- Communicate a firm deadline for scheduling requests to all clubs (including playoffs) ensuring all clubs are aware that schedules will not be reworked to accommodate requests after the deadline.
- Answer reasonable questions both at meetings and in general over the phone from clubs regarding league rules, structure etc.
- Determine defaults based on the criteria agreed to by the board and report the defaults to the treasurer on a monthly basis by the 15<sup>th</sup> of the next month. Again, this information is to be gathered from the conveners (and can be sent directly from them to the treasurer).
- Ensure there is current contact information for any *NEW* clubs entering a team in the TRU leagues – treasurer, fixtures secretary, junior and women's contacts.
- Provide information and liaison with the communications director (and board) to improve and update the website and league management systems.
- Submit budgets for inclusion into the general budget.

**Discipline Director:**

- Review the send off reports and related information as it pertains to send offs, prepare and circulate a ruling based on the discipline guidelines which have been established.
- Put together a sub committee to hear appeals when applicable.
- Find a chair person to hear appeals as required.
- Prepare and submit a report for the AGM.
- Keep a database (of red & yellow cards) that will be provided and passed on to the next director. Copies of all red card reports will be sent to the treasurer (for hard copy storage) and put into drop box.

**Technical Director:**

- Liaison with the Rugby Ontario and Rugby Canada to insure coaching program information is communicated to the Toronto clubs. Work with both bodies to promote, sponsor and run any applicable clinics. Establish and implant additional clinics, where resources allow, improving the level of coaching within Toronto Rugby.
- Set up and keep an accurate database of coaches (and qualifications) within Toronto Rugby or if there is a database available (Rugby Canada registrations), insure Toronto Rugby has access to the necessary information and keep the information accurate and up to date.
- Set up and implant a method of coaching development and assessment, again, if applicable in conjunction with Rugby Ontario & Rugby Canada.
- Work with the appropriate board members to provide coaching information for rep teams and supply referees for rep games.
- Create and implant programs which will develop and/or support both new clubs and existing clubs in areas such as (but not limited to) registrations, development addition depth in both playing and administration areas, refereed development and all other areas which are relevant for the development of Rugby within Toronto Rugby.
- Run the junior representative teams that will include (but not be limited to), hiring the coaches, managers, arranging/scheduling games, generally assisting the coaches/managers in getting players to trials and communicating the appropriate information to the clubs, insuring that all parties involved follow the appropriate Toronto Rugby policies.
- Prepared and submit budgets (for coaching development, rep programs) to be included into the general budget to be presented at the AGM for approval by the membership. The budget process should include the managers for any representative programs and should be done in conjunction with the annual plan.

**Conveners (4 positions, Sr. Men & Women, Jr. Men & Women, not directors on the board):**

- Organize and facilitate the fixtures meetings, working together to determine dates, venue etc.
- Sit on the game committee and prepare recommendations for the board on league structures, playoff structures, game regulations and other matters that are related to the game.
- Prepare and submit the fixtures schedule based on the league structure as determined by the board and present the league fixtures to the members at the spring meeting. The schedule should take into account reasonable requests concerning home dates etc. providing those requests are made before the deadline.
- Conveners have to work with the permits officer to insure that dates/times match up with the permits booked. This process becomes necessary due to the City of Toronto requesting Toronto Rugby to book permits well in advance of leagues schedules being established.
- Prepare and submit playoff schedules.
- Answer reasonable questions both at meetings and in general over the phone from clubs regarding league rules, structure etc.
- Determine defaults based on the criteria agreed to by the board and report the defaults to the treasurer on a monthly basis by the 15<sup>th</sup> of the next month.
- Ensure there is current contact information for any *NEW* clubs entering a team in the TRU leagues – treasurer, fixtures secretary, junior and women’s contacts.
- Enter game results into the league management system within 24 hours of the games.
- Provide information and liaison with the communications director (and board) to improve and update the website and league management systems.
- Provided budget requests to the game director for inclusion into the general budget.

***NOTE:** From time to time there will some disruptions to the league schedule due to extraordinary items (such as Fletchers’s closing due to weather for several weeks) and changes will have to be made which will fall under this portfolio.*

**Permits Officer (not a board position):**

- Prepare the parks permits application, provide the details of the charges to the clubs and work with the treasurer to collect the money in advance. This process must, at the very least break-even.
- Provide permits during the season (based on availability) when required and provide the information to the treasurer for billing purposes.
- Communicate with the game director (conveners) on the date, times booked for the permits so the fixtures schedule can match up with the permits booked. This becomes necessary, as permits have to be booked in advance of the schedules being established.