



Bristol Bisons

Rugby Football Club
The South West's inclusive rugby team
Established 2005

Mr Dean Chapman
Secretary

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Roles

Committee member role responsibilities For the Bristol Bisons Rugby Football Club

General responsibilities for each of these positions are as follows:-

Chairperson

- Chairs AGM and meetings of the Management Committee
- Sets agenda and facilitates discussions in club meetings
- Makes decisions in consultation with other officers
- Plays an executive role as the principal officer throughout the year.
- Must plan ahead and be prepared to delegate
- Acts as a conciliator between 2 parties trying to resolve a disagreement.
- Acts as ambassador for the club, representing the club at external meetings
- Can act as point of reference for external agencies in conjunction with the Secretary
- Assists with recruitment where necessary
- May be required to undertake interviews with press / media
- Ensures all club sub committees meet regularly

Club Secretary

- Principal administration officer- the main link between members executive committees and outside agencies.
- Must have good all-round communication skills.
- Must be computer literate with access to email.
- First point of contact for an outsider.
- At the forefront of the work of the organization.
- Writes agendas and minutes in club meetings.
- To ensure that the club has support from the local media and that news of matches and results is published frequently.
- May produce newsletters/publicity material if no publicity officer exists

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Treasurer

- Must be able to prepare and set budgets and control costs
- Collects subscriptions
- Leads on fundraising
- Agrees/sets budgets
- Administers club accounts
- Appoints auditors if necessary
- Pays registration fees
- Prepares income and expenditure accounts and cash flow forecasts

Fixtures secretary

- Organises fixture list
- Books pitch(es)
- Contacts all team members regarding fixture list and individual matches

Social secretary

- Organises all club social events
- Prepares calendar and promotes events
- Books venue(s), assists with publicity

Rugby manager

- Lead training sessions
- Ensuring that team players have the opportunity to play rugby in a safe and fun environment in which they learn
- Recruits, encourages, develops and organises training for all club coaches
- Liaises with CB and RFU on coaching courses
- Acts as point of contact for all coaching queries

Membership officer

- Holds and continually updates data and details of all members
- Assists with recruitment and publicity
- Can assist treasurer with collecting subscriptions