



## **Bannockburn Roles and Responsibilities Proposal 2019/2020**

### **Season**

In order to place some another level of structure around the club, the proposed rules are proposed:

1. Committee members will hold their positions for a maximum period of 3 years – they can continue to be a committee member in a different role after this period, again for a maximum period of 3 years.
2. In order to hold office as a Committee Member, or hold a Captaincy position, individuals should be fully paid up Members of the Club with no outstanding debt and be deemed to be a responsible role model.
3. Committee will be split into a Core Committee, a Support Committee and several specific committees as follows:

**The Core Committee will meet monthly and will consist of the following roles:**

- Club President
- Chairperson
- Treasurer
- Secretary
- Fixtures Secretary
- Club Captain
- Head Coach

**The Support Committee will meet quarterly and will consist of the following roles:**

- Social Secretary
- Sponsorship Officer
- Communications Officer
- Membership Officer
- Safeguarding Officer
  
- Two additional long-standing and/or non-playing members will be elected to the Support Committee

**Selection Committee will meet weekly to select the team:**

- Head Coach
- Assistant Coach
- Captain

**Disciplinary Committee will meet as required:**

The Disciplinary Committee is a sub-committee of the Club Committee, appointed by the Club Chairman. They are responsible for ensuring that SRU Disciplinary Guidelines are followed for internal Disciplinary meetings.

The Disciplinary Committee will be made up of:

- Club Chairman
- 2 x Senior Club Members
- Disciplinary Secretary (non-voting role responsible for administration and Liaison with SRU Disciplinary Committee)
- The Club Captain or any other player in good standing may represent players facing disciplinary sanctions



## **Job Descriptions**

### **Communications Officer:**

The purpose of this role is to be responsible for all of the club communication in accordance with the decisions made at the committee meetings. He/She will:

- Collate match reports and submit to the local press on a weekly basis during the season.
- Collate a newsletter.
- Maintain and regularly update the club website and social media.
- Produce content using Photoshop and video editing software
- Manage club website and its content
- Maintain good relations with local press for potential PR features

At present, this is a shared role.

Signed:.....

Name:.....

Date:.....