

ARTICLE VI. CLUB OFFICERS

The administrative officers of the PRRFC serve as its Leadership Committee. It shall be composed of a President, Vice President, Match Secretary, Treasurer, Media Officer, Recruiting Officer, Social Officer, and Fund-Raising Chairman.

Officer Duty Descriptions. The duties of the officers are as follows:

A) President

The President shall preside over all meetings of the PRRFC. The incumbent sets strategic direction and ensures the affairs of the PRRFC are accomplished by its members. The president is also required to approve all checks or other financial transactions as defined by the PRRFC. The President serves as Chairman of the Leadership Committee.

B) Vice President

The Vice President shall assume the duties of the President during his/her absence. The incumbent will keep the minutes of all meetings, maintains the official club roster and is the Chairman of the Field Committee.

C) Social Officer

The Social Officer shall be responsible for the arrangements and execution of all social events. The Social Officer is the chairman of the Social Committee and will ensure that events are planned and executed as outlined under the respective Social Committee paragraph. The incumbent shall maintain a record and ensure members who achieve their first rugby "Try" are appropriately recognized.

D) Match Secretary

The Match Secretary shall be the scheduler and coordinator of all PRRFC matches and tournaments, whether hosted or attended. The incumbent also arranges the referees for all home matches and sponsored tournaments. The Match Secretary will attend and keep the leadership committee advised regarding meetings and plans by the Capital Rugby Union, and the Mid-Atlantic Rugby Football Union.

E) Treasurer

The Treasurer shall be responsible for the club finances, including maintenance of accounts, paying for expenses, and assessment and collection of dues as determined by the PRRFC leadership committee. The incumbent will record and report all club transactions. This includes keeping account of funds expended, earned, and those currently on hand, sign all checks, and formulate annual budget and end-of-year financial statements.

F) Fund Raising Chairman.

The Fund-Raising Chairman shall be responsible for developing and executing strategies for outreach to sponsors for financial support. The incumbent maintains PRRFC non-profit information, develops sponsor incentives and materials, and proposes and/or leads efforts and events to engage the club with the community businesses and other potential benefactors. Fundraising should always be coordinated with the Women's, and Youth Club Presidents, and/or their delegates (and combined where appropriate) to maximize benefit to the overall club.

G) Media Officer

The Media Officer The incumbent will maintain the PRRFC website, social media pages, and communications (e.g. text and/or email groups) and will work with the recruiting officer to propose promotional events and materials. The Media Officer shall be responsible all aspects of the club's internet website: patuxent-rugby.com to include security, accessibility, content, and timely posting of information.

H) Recruiting Officer

The Recruiting Officer shall be responsible for the PRRFC promotional strategy, including advertising club matches, and functions, and will work closely with the media officer to propose promotional events and materials. The Recruitment Officer shall be responsible for coordinating and supervising all recruitment events. The Recruitment Officer shall be responsible for providing new player/member's contact information to the Vice President for inclusion in the master team roster. Recruiting events should always be coordinated with the Women's, and Youth Club Presidents, and/or their delegates (and combined where appropriate) to maximize benefit to the overall club.

Officers are expected to exercise initiative in the performance of these basic duties and to identify other members to help support their respective committees. Efforts that require broad participation by club members, require investment of club funds, and/or call for formal assignment of new committees will be approved by the leadership committee.