



## OIRC Executive Members' Role Descriptions and Duties

Position	Description
<b>President</b>	<ul style="list-style-type: none"> <li>• Oversee all club activities</li> <li>• Ensure that club activities are progressing in a positive direction</li> <li>• Make informed decisions regarding the improvement of the OIRC</li> <li>• Maintain connections with Rugby Canada, Rugby Ontario, and respective unions</li> <li>• Ensure the sustainability of the club and aim to increase the club's membership</li> <li>• Ensure that all directors are fulfilling their respective duties and assist in tasks that may require additional help</li> <li>• Attend meetings for Rugby Ontario, FRQ, etc. as necessary</li> <li>• Attend regular executive meetings</li> </ul>
<b>Alumni Liaison</b>	<ul style="list-style-type: none"> <li>• Coordinate and liaise with the alumni network to maintain and establish relationships within and outside of the club</li> <li>• Working with the club to help it progress and develop in a positive direction</li> <li>• Coordinate with the Director of Sponsorship to develop fundraising ideas and opportunities for members of the club</li> <li>• Attend regular executive meetings</li> </ul>
<b>TERP Liaison</b>	<ul style="list-style-type: none"> <li>• Coordinate and liaise with Twin Elm Rugby park for game-day and special events</li> <li>• Maintain a working relationship with Twin Elm Rugby Park</li> <li>• Attend regular executive meetings</li> </ul>
<b>VP Marketing</b>	<ul style="list-style-type: none"> <li>• Coordinate and liaise with the Race and Social directors to ensure that relevant club updates and information (scores, news, social events, etc.) have been communicated to the club and media (radio, newspaper, Facebook, Twitter, etc.)</li> <li>• Attend regular executive meetings</li> </ul>
<b>Race Director</b>	<ul style="list-style-type: none"> <li>• Responsible for coordinating the annual Ottawa Irish St. Patrick's Day Race including liaising with sponsors, coordinating race day logistics, etc.</li> <li>• Attend regular executive meetings (as necessary)</li> </ul>
<b>Social Director</b>	<ul style="list-style-type: none"> <li>• Plan and advertise annual events on all social media outlets (Facebook, Twitter, Instagram, website, etc.)</li> <li>• Work with club members to make events successful</li> <li>• Create ideas and arrange for gatherings (summer BBQ, pub crawl, etc.)</li> <li>• Communicate scores and club updates to the media</li> <li>• Update the club website and various social media outlets</li> <li>• Attend regular executive meetings</li> </ul>
<b>Merchandise Director</b>	<ul style="list-style-type: none"> <li>• Liaise and communicate with VP Rugby to determine merchandise that needs to be ordered for the club</li> <li>• Coordinate orders and payment for club merchandise</li> <li>• Explore opportunities for new merchandise within the club (t-shirt, hoodies, bags, pants)</li> <li>• Attend regular executive meetings</li> </ul>



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<b>VP Admin</b>	<ul style="list-style-type: none"> <li>• Responsible for setting up and coordinating season registration</li> <li>• Ensure athlete dues are collected</li> <li>• Coordinate field bookings and times</li> <li>• Attend regular executive meetings</li> </ul>
<b>Child Protection Officer</b>	<ul style="list-style-type: none"> <li>• Assume a leadership role in the development, application, promotion and review of the Rugby Ontario Child Protection Policy and procedures of a rugby club, and will report to the Branch or Rugby Ontario, Child Protection Officer</li> <li>• Collection and organization of all police record checks</li> <li>• Attend regular executive meetings</li> </ul>
<b>Director Discipline</b>	<ul style="list-style-type: none"> <li>• Acts as a liaison when there is a complaint from the FRQ, Rugby Ontario, or Rugby Canada directed towards the OIRC</li> <li>• Responsible for ensure appropriate measures are taken when there are internal disciplinary actions (i.e. club damage, inappropriate behaviour, etc.)</li> <li>• Attend regular executive meetings (as necessary)</li> </ul>
<b>VP Finance</b>	<ul style="list-style-type: none"> <li>• Manage the OIRC's finances</li> <li>• Provide financial reports to the executive as required</li> <li>• Prepare financial statements for presentation at the Annual General Meeting (AGM)</li> <li>• Ensure that appropriate bills have been paid</li> <li>• Inform the executive members of the club's financial situation and advise the club on any financial issues or concerns</li> <li>• Attend regular executive meetings</li> </ul>
<b>Director of Sponsorship</b>	<ul style="list-style-type: none"> <li>• Maintain relationships with fundraisers/sponsors</li> <li>• Develop and implement fundraising ideas</li> <li>• Seek new sponsorship opportunities</li> <li>• Explore new ways of fundraising for the club, continuing to facilitate current sponsorship and fundraising ventures with the president</li> <li>• Ensure that annual sponsorship money is collected</li> <li>• Work with directors of junior and senior teams, as well as director of social events to market games, minis, and all social activities</li> <li>• Attend regular executive meetings</li> </ul>
<b>VP Rugby</b>	<ul style="list-style-type: none"> <li>• Responsible for managing all rugby programs within the club</li> <li>• Ensure that all directors are fulfilling their respective duties and assist in tasks that may require additional help</li> <li>• Responsible for collecting and organizing banquet award nominations</li> <li>• Attend regular executive meetings</li> </ul>
<b>Men's Director</b>	<ul style="list-style-type: none"> <li>• Oversee the Senior Men's team</li> <li>• Ensure club members have completed the appropriate registration</li> <li>• Liaison and support for coaches in their roles</li> <li>• Work with coaches to establish a development plan to ensure the development of the programs (i.e. practice plans, recruitment, etc.)</li> </ul>



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	<ul style="list-style-type: none"> <li>• Work with TERP liaison to ensure that home fields and equipment are ready for game-day</li> <li>• Coordinate game-day logistics with all coaches, leagues, referees, athletic therapists, the opposing team's director, etc.</li> <li>• Attend regular executive meetings</li> </ul>
<b>Women's Director</b>	<ul style="list-style-type: none"> <li>• Oversee the Senior Women's team</li> <li>• Ensure club members have completed the appropriate registration</li> <li>• Liaison and support for coaches in their roles</li> <li>• Work with coaches to establish a development plan to ensure the development of the programs (i.e. practice plans, recruitment, etc.)</li> <li>• Work with TERP liaison to ensure that home fields and equipment are ready for game-day</li> <li>• Coordinate game-day logistics with all coaches, leagues, referees, athletic therapists, the opposing team's director, etc.</li> <li>• Attend regular executive meetings</li> </ul>
<b>Junior Director</b>	<ul style="list-style-type: none"> <li>• Oversee all junior teams and programs</li> <li>• Ensure club members have completed the appropriate registration</li> <li>• Liaison and support for coaches in their roles</li> <li>• Work with coaches to establish a development plan to ensure the development of the programs (i.e. practice plans, recruitment, etc.)</li> <li>• Work with TERP liaison to ensure that home fields and equipment are ready for game-day</li> <li>• Coordinate game-day logistics with all coaches, leagues, referees, athletic therapists, the opposing team's director, etc.</li> <li>• Attend regular executive meetings</li> </ul>
<b>Minor Director</b>	<ul style="list-style-type: none"> <li>• Oversee all minor teams and programs</li> <li>• Ensure club members have completed the appropriate registration</li> <li>• Liaison and support for coaches in their roles</li> <li>• Work with coaches to establish a development plan to ensure the development of the programs (i.e. practice plans, recruitment, etc.)</li> <li>• Work with TERP liaison to ensure that home fields and equipment are ready for game-day</li> <li>• Coordinate game-day logistics with all coaches, leagues, referees, athletic therapists, the opposing team's director, etc.</li> <li>• Attend regular executive meetings</li> </ul>
<b>High School Liaison</b>	<ul style="list-style-type: none"> <li>• Coordinate and liaise with high schools in eastern Ottawa to provide learning opportunities in developing new rugby athletes</li> <li>• Create practice plans and deliver sessions within high schools with current members of the OIRC</li> <li>• Develop a recruitment plan for recruiting new players to the OIRC</li> <li>• Attend regular executive meetings</li> </ul>
<b>Technical Director</b>	<ul style="list-style-type: none"> <li>• Responsible for providing technical support and mentoring to coaches</li> <li>• Assists with off-season training from December to April</li> <li>• Coordinate with coaches and guest coaches who will support the Ottawa Irish Rugby Club during training sessions and games</li> </ul>



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	<ul style="list-style-type: none"> <li>• Work with the Director of Men's Rugby and the Director of Women's Rugby to design a policy for player selections during the season</li> <li>• Consult with the Director of Men's Rugby, the Director of Women's Rugby, Director of Junior Rugby, and Ottawa Irish Rugby Club Board of Directors as needed to prepare planning documents such as:             <ul style="list-style-type: none"> <li>○ Strategic plans</li> <li>○ Development plans</li> <li>○ Code of conduct for players and coaches</li> <li>○ Off-season and in-season training programs</li> </ul> </li> </ul>
<p><b>VP Special Projects</b></p>	<ul style="list-style-type: none"> <li>• Responsible for managing all Projects that affect the core mission and direction of the Ottawa Irish Rugby Club</li> <li>• Engage other clubs within the area to see what current projects are ongoing and see where the Irish may fit within the picture</li> <li>• Provide support to the Tours and Event Coordinator as required</li> <li>• Provide support to the President on an as needed basis.</li> <li>• Attend regular executive meetings</li> </ul>

### OIRC Executive Structure

