

**Rouse Hill JRLC Inc.  
Position Descriptions**

**President**

The Presidents role is to oversee the day to day operations of the club and to liaise with all stakeholders of the club, team sponsors and its membership. It is the responsibility of the President to positively promote the Rouse Hill Rhinos and to ensure the club is being run by the clubs constitution.

**Vice President**

The Vice Presidents role is to act in the role of the President should the President be incapacitated, resigned or any other issue that may temporarily remove the President from the Board.

**Secretary**

The Secretary's role is to assist the President in achieving his\her role by taking and maintaining minutes from all club meetings. Develop effective and efficient procedures that will reflect a proficient committee to the members of the Rouse Hill Rhinos, Parramatta Junior Rugby League, local business and the community of Rouse Hill. Ensure registrations are completed and recorded correctly. Liaise with Parramatta Junior Rugby League and Council on all matters arising.

**Treasurer**

The Treasurer's role is to maintain all records of banking matters of the club. This will involve the payment of all invoices and maintain stock control of all merchandise and to complete and adhere to all Government requirements.

**Board Member**

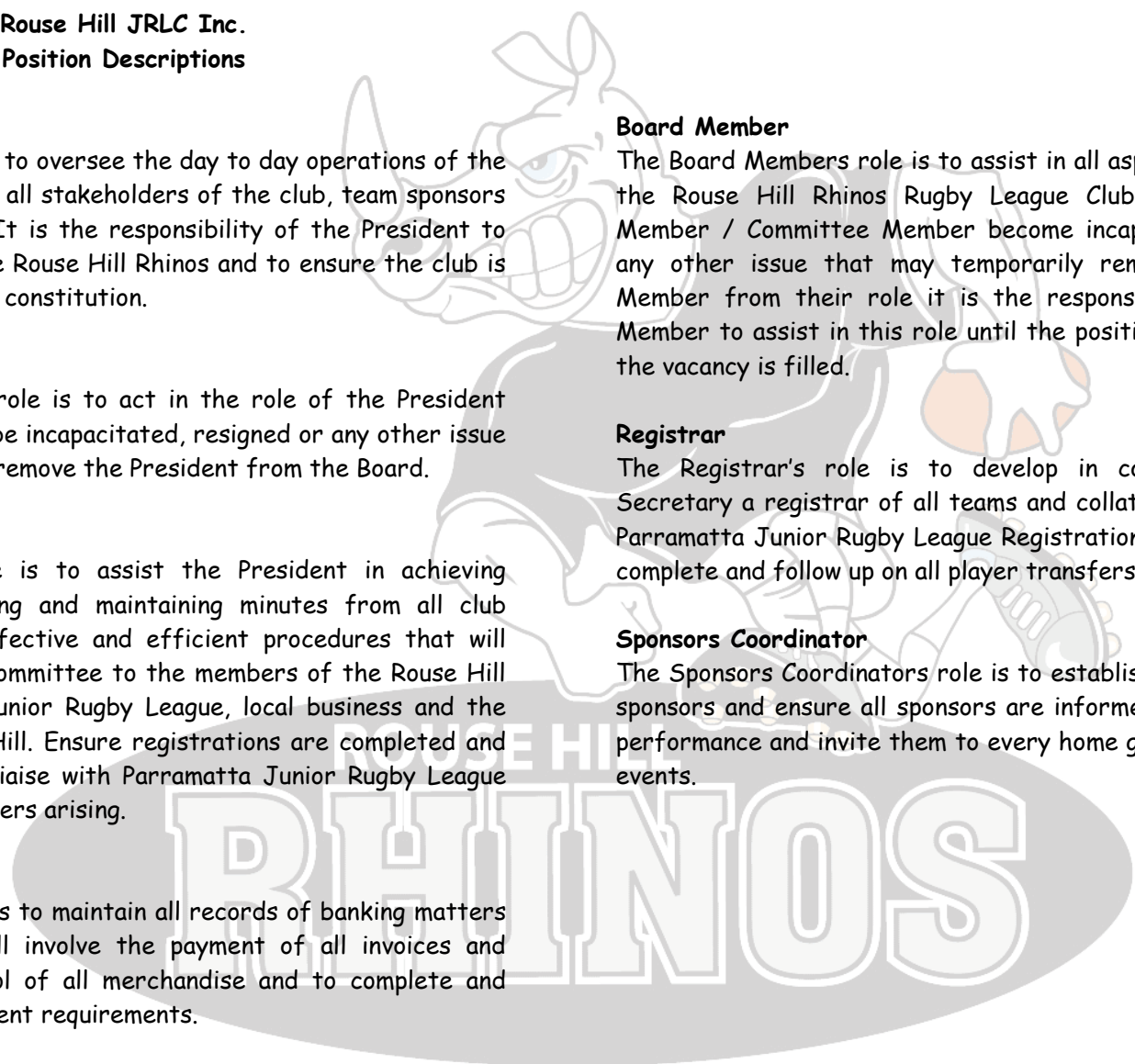
The Board Members role is to assist in all aspects of areas within the Rouse Hill Rhinos Rugby League Club. Should any Board Member / Committee Member become incapacitated, resigns or any other issue that may temporarily remove the Committee Member from their role it is the responsibility of the Board Member to assist in this role until the position holder returns or the vacancy is filled.

**Registrar**

The Registrar's role is to develop in conjunction with the Secretary a registrar of all teams and collate all information for Parramatta Junior Rugby League Registration. The registrar is to complete and follow up on all player transfers.

**Sponsors Coordinator**

The Sponsors Coordinators role is to establish connection with all sponsors and ensure all sponsors are informed as to their team's performance and invite them to every home game and fund raising events.



**Media Liaison Officer**

The Media Liaison Officers role is to establish connection with the local media and to advertise registration days and fund raising events.

**Internet and Newsletter Editor**

The Internet and Newsletter Editor's role is to update the Club website and produce weekly newsletters for sponsors and members of the Rhinos Rugby League.

**Coaching Coordinator**

The Coaching Coordinator's role is to assist all coaches in their development and to organise at least two coaching clinics including a coach's induction at the start of the season.

**Training Coordinator**

The Training Coordinator's role is to assist all trainers in their development and to organise at least two training clinics in conjunction with the Coaching Coordinator including a trainer's induction at the start of the season.

**Mini \ Mod \ International Coordinators**

The Mini \ Mod \ International Coordinators role is to assist all coaches in their understanding of the rules and assist in any issues that may arise and attend the coach's induction at the start of the season.

**Equipment Officer**

The Equipment Officers role is to identify the need for new equipment, maintain the up keep of all current equipment and keep an inventory of all equipment.

**Grounds Coordinator**

The Grounds Coordinator is to work in conjunction with the Equipment Coordinator in maintaining the grounds and improving the facilities. The grounds manager is to coordinate the set up and pack up of the fields through a roster system of all game days.

**Fund Raising Coordinators (2 x People)**

The Fund Raising Coordinator's role is to organise at least three major fund raising events through out the year. The events are to be held in February, July and November.

**Canteen Officers (2 x People)**

The Canteen Officers role is to develop a roster system for the running and maintaining of the canteen. Whilst ensuring stock takes occur at the start and finish of each event and the Rouse Hill Rhinos meet all O.H & S standards.

