



Officer Descriptions

PRESIDENT. The President is the principal executive officer of the Club and will be responsible for the supervision of all affairs of the corporation. The President shall preside at all regularly called Board of Director meetings and business meetings, Annual and Special General Meetings, and will be responsible for the preparation and posting of agendas for such meetings. The President may sign, with the Treasurer, or any other proper officer of the Board of Directors any deeds, mortgages, bonds, contracts or other instruments which the Board has authorized to be executed, except those acts which require the signature of some other Officer or Director. The President shall also act as a principal liaison between the Club and the True South Rugby Union, USA Rugby, local communities, corporations and other not-for-profit entities. The President shall perform all duties as the board of directors may from time to time prescribe.

VICE PRESIDENT. The Vice President shall assist the Club President in all aspects of club management and assume the role of Club President in the event of their absence. The Vice President shall represent the club in Rugby Community Relations. This representation shall also include being responsible for organizing and coordinating members' involvement with our local rugby community to help build and promote rugby to local Universities, High Schools, and youth programs and to support our current clubs around the area. The Vice President shall also be responsible for any club administrative duties as defined by the current President. The Vice President shall perform all duties as the board of directors or the President may from time to time prescribe.

TREASURER. The Treasurer is the principal financial officer of the Club and shall specifically supervise the financial affairs of the corporation including, but not limited to, the Annual Club Budget and Tournament Budgets. The Treasurer shall have charge and custody of and be responsible for all funds and securities of the corporation, receive and give receipts for monies due and payable to the corporation from any source whatsoever, and deposit all such monies in the name of the corporation in such banks, trust companies, or other depositories as shall be selected in accordance with these bylaws. The Treasurer shall only disburse funds specifically authorized by a motion of the Board of Directors or which are allowable within the confines of the Board approved Annual Budget, unless pertaining to the Tournament, in which case the

Tournament Director may disburse receipts. In the event a proposed expenditure exceeds the Club budget for such expense, the Treasurer shall obtain Board approval before disbursing the funds. The Treasurer shall prepare or have prepared financial reports at least quarterly listing the current budget variances by line item. The Treasurer shall prepare or have prepared the necessary documentation for the filing of the Club's annual Federal Income Tax as well as all other forms due local, state and federal tax authorities. The Treasurer shall arrange for an annual audit, if directed by the Board, and report the results of the audit to the Board. Any member in good standing may petition the Board of Directors for an audit. The Treasurer shall organize and sit on the Fundraising/Sponsorship Committee(s). The Treasurer shall perform all duties incident to the office of Treasurer and such other duties as set forth by the Board of Directors from time to time. The Treasurer shall also be the custodian of all Club financial records.

SECRETARY. The Secretary shall be the primary point of communication for the club. The Secretary shall attend all Annual General Meetings and all Club Board meetings. The Secretary shall be responsible for taking minutes at these meetings and communicating any decisions made in the Club Board Meetings to the Club membership. The Secretary shall be responsible for fostering communication with all members. The Secretary shall perform all duties as the board of directors or the President may from time to time prescribe.

MATCH SECRETARY. The Match Secretary shall be the primary correspondent between the Club and any friendly or competitive teams or tournaments. The Match Secretary shall be responsible for creating and maintaining all match schedules throughout the fall and spring fifteens season and summer sevens seasons. The Match Secretary will also have the responsibility of obtaining fields and referees for all home matches and tournaments and coordinating and communicating all road matches information to the members. The Match Secretary shall perform all duties as the board of directors or the President may from time to time prescribe.

RECRUITMENT DIRECTOR. The Recruitment is responsible for development and implementation of a recruiting strategy for attracting new players to the Club and retaining Club Members. The Recruitment Director should sustain published physical and electronic outreach to the Greater New Orleans area. They may assist the Social Media Director with coordinating external communication, including the media, the club website and social media to maintain consistent messaging and branding. The Recruitment Director will provide relevant welcome documents and collect Bylaws and Code of Conduct agreement signature from new players. The Recruitment Director shall perform all duties as the board of directors or the President may from time to time prescribe.

SOCIAL DIRECTOR. The Social Director will coordinate and organize all social events for the benefit of the club membership, including the end of the year banquet. The Social Director may assist the Social Media Director with coordinating external communication, including the media, the club website and social media to maintain consistent messaging and branding. The Social

Director shall perform all duties as the board of directors or the President may from time to time prescribe.

TOURNAMENT DIRECTOR. The Tournament Director shall be responsible for organizing the “Throw Me Something, Rigger” Mardi Gras Tournament under the general supervision and subject to control of the board of directors. The Tournament Director shall provide the board of directors with a tournament budget and regular reports as to the status of the tournament, at such times and in such a manner as the board of directors may decide from time to time. Expenditures by the Tournament Director of any corporate funds shall be communicated to the President or Treasurer, either verbally or electronically. The Tournament Director shall not enter into any contracts, agreements or arrangements on behalf of the Club without the prior communication to the board of directors. Any staff hiring needs of the tournament shall also be communicated in advance by the board of directors. Further, within sixty (60) days after completion of the tournament, the Tournament Director shall submit to the board of directors a final financial report regarding the tournament, including all receipts and disbursements. The board of directors, at its discretion, may have this report audited by an accountant of its own selection. The Tournament Director shall perform all duties as the board of directors or the President may from time to time prescribe.

TEAM CAPTAINS. The Team Captains are the team representative on the Board of Directors and are responsible for presenting any team concerns to the Board to be addressed. The Team Captains vote on behalf of the team and in the team’s best interest in all Board decisions. The Team Captains shall perform all duties as the Coaches, board of directors or the President may from time to time prescribe.

SOCIAL MEDIA DIRECTOR. The Social Media chair will maintain the Facebook page (including the Mardi Gras Tourney page), Instagram, and Team Website. They will work closely with all other board members to ensure information is effectively disseminated and events/activities are highly publicized on all social media platforms. The Social Media Director shall coordinate external communication, including the media, the club website and social media to maintain consistent messaging and branding. They should take pictures at games, practices, socials, and other events to maintain the team’s public visibility.

FUNDRAISING DIRECTOR. The Fundraising Director will work with the Treasurer to understand our fundraising needs based on the yearly budget. They will plan and organize several fundraising events throughout the year. The Fundraising Director will assist in Mardi Gras Tournament planning (including securing sponsorships). They will maintain and update sponsorship letters and follow-up material. They should seek out grants to contribute to the team’s funds and pay for intentional purchases.

HEAD COACH. The Head Coach shall be selected and appointed by the Membership and is not a member of the Board of Directors, although the Head Coach may sit in on Board Meetings. The Head Coach will be in charge of all team practices, recruits and manages a staff, if appropriate, to aid in the execution of the role of coach. The Head Coach will lead the

Selection Committee. The Head Coach may receive remuneration at the discretion and agreement of the Board and upon the completion of a legal contract for such services to be rendered and compensation paid. The Head Coach will also enhance team culture, comradery, promote hard work ethic, focus on team and player retention while driving individual accountability and demonstrate Leadership behavior on and off the field. The Head Coach shall refrain from engaging in any behavior that would be detrimental to an individual player or the team. The Head Coach shall have the right to resign and the Membership shall have the right to remove the Head Coach.