



It is proposed from the beginning of the 2015/16 season the ECRU Management and Executive Committees will be replaced by an ECRU Board which will meet monthly.

To reflect the importance of the role it is expected that the Honorary Secretary would normally be a Member the ECRU Board

ROLE DESCRIPTION

ROLE TITLE
REPORTS TO

Honorary Secretary – Eastern Counties Rugby Union
ECRU Management Board

NATURE AND SCOPE

The Honorary Secretary is the principal administrator for the CB. The remit is broad: as well as looking after the general running of the CB, you'll act as the linchpin between internal and external stakeholders.

TERMS OF REFERENCE

- Act as the main communication link between the Committee, subcommittees, and clubs.
- Manage and record all inward and outward club correspondence, making sure the necessary actions are followed up
- Provide the necessary details to the RFU and their Field Staff
- Oversee the maintenance of records of CB Members and former Members
- Distribute the right paperwork to the right people in the CB
- Direct and oversee the work of the CB Administrator
- Organise the AGM, Management Committee meetings, preparing agendas and paperwork, and taking minutes.
- Communicate any important matters between the RFU and the CB
- Attend monthly ECRU Board meetings
- Contribute to the annual CB planning cycle and attend planning and review meetings that may be arranged – these must include active participation of RFU Field Staff
- This Term of Reference is intended as an indicator of the duties of the Post-holder; it is inevitable that additional matters will need to be dealt with, thus this ToR is intended as a substantial guide document; the Post-holder will be expected to undertake such additional duties as directed by the Management Board from time to time.



PERSON SPECIFICATION

EXPERIENCE REQUIRED

- Rugby Union experience and credibility across different aspects of the game in the County
- Involvement in a volunteer led organisation at a senior level
- Previous experience as a senior member of a rugby club committee is desirable

SKILLS & PERSONAL ATTRIBUTES

- Good communication skills (written, verbal and presentational)
- Ability to separate personal views from those expressed by consensus
- Significant interest in developing the game of Rugby in Eastern Counties
- Ability to constructively challenge committee members
- Ability to proactively engage local club leaders
- Familiar with business administration and practices
- Diplomatic and discreet
- Well-organised