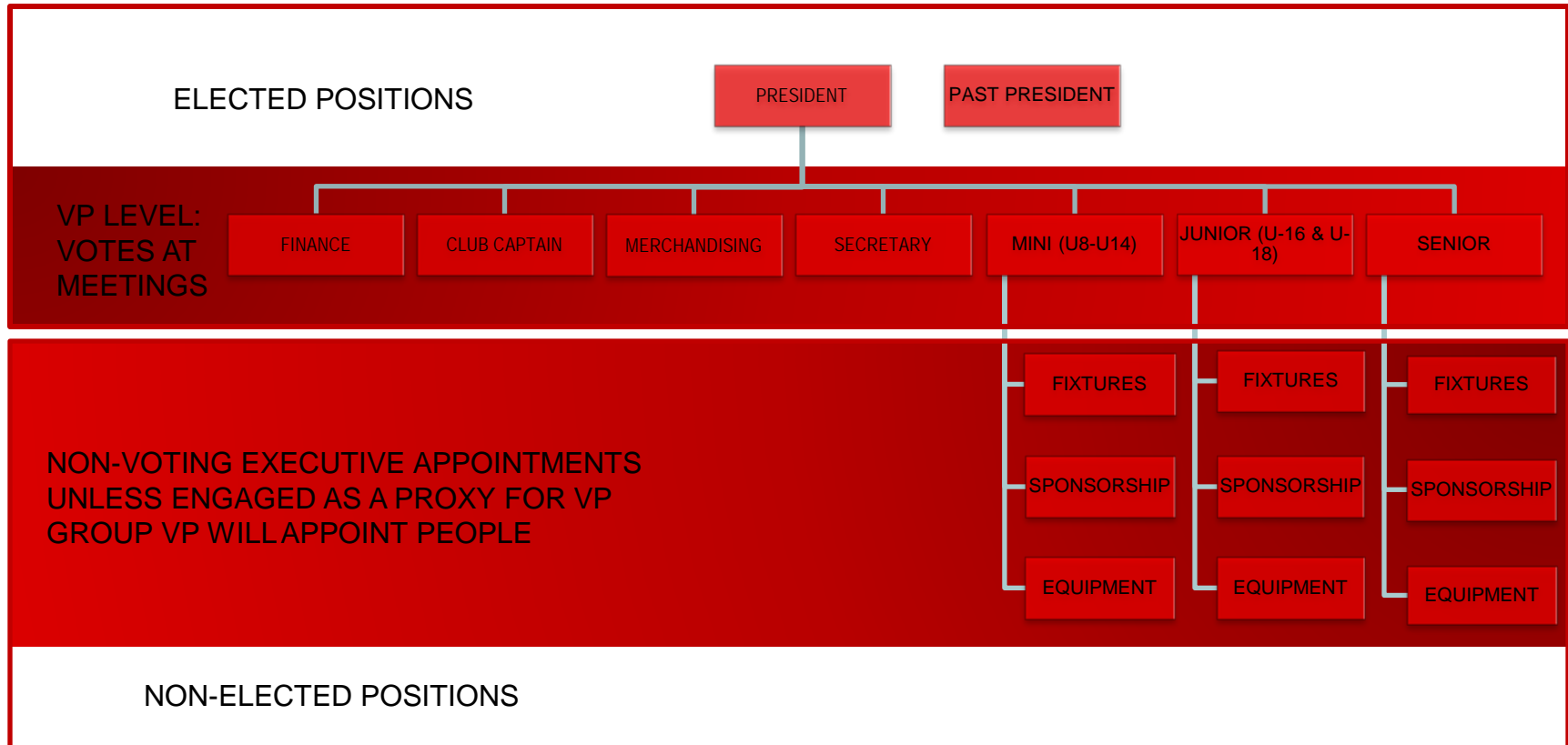


Montreal Exiles RFC executive structure season 2014



President – Jamie Henderson
 Secretary – Telly Loukas
 Finance – Willy Scott
 Club captain – Alex Karen
 Merchandising – Peter Vescio
 Mini section VP – Alain Spitzer
 Junior section VP – John Lydiat
 Senior section VP – Steven Tyson
 Past President – Charles Vescio

Special notes:

ALL EXEC TERMS OF OFFICE ARE 2 YEARS.
 SECTIONAL VPs for mini, junior and senior team will appoint people to positions indicated.

General responsibilities of Exec members

ORG CHART

- President responsible for overall direction of club
- Vice president level positions responsible for operational aspects
- Ad hoc teams for events may be formed at the behest of VP level
- Ensure a fiscally responsible approach to managing the club.
 - Secure budget in advance for events approved by the exec
 - Ensure proper receipts are kept for same
 - Expenses incurred outside preapproved events are the responsibility of those Exec members that incurred them – expense reimbursement submissions may be made for approval.
- Ensure club mission and constitutional requirements are being adhered to as operations progress
- All roles within the Exec are non exclusive, no exec is restricted to their own function when needs arise to be flexible.
- All Exec roles are engaged in fundraising – at any opportunity product or money should be sought to assist the club in achieving it's goals
- All Exec team are expected to attend their scheduled meetings and return minutes of these meetings to the Club Secretary
- Each member has 1 vote at exec meetings (with the exception of the Past President unless required) and / or subcommittee meetings where votes are required

President

ORG CHART

- Liaison with FRQ
- Liaison with City
- Setting 4 year direction of club and delivering to the plan in term
- Recruitment of coaches with Club captain and sectional execs
- Co-signatory for club expenditures
- Chair disciplinary committee when required
- Other duties as assigned by the Exec
- Works in concert with Exec team but most specifically with secretary
 - Exec and secretary should ultimately share functions as needed
- Attend sub committee meetings where possible
- Attend sponsor events
- Preside over general club and Exec meetings (AGM, SEM)
- Prepare agenda for general club and exec meetings.

Past President

ORG CHART

- Non voting role – unless casting vote is required at any meeting
- Advisory function with incoming exec to ensure consistency of delivery to plan
- Has the right to attend any or all exec meetings

Finance

[ORG CHART](#)

- Manage club accounts
- Main signatory for club expenditures
- Pay club bills
- Issues receipts for monies received
- Prepare statements of account for Exec Meetings
- Other duties as assigned by the Exec

Club Captain

ORG CHART

- Works in conjunction with and provides assistance to VP and appointed members for each playing section to ensure
 - playing operations are sustained
 - Sponsorship donations and monies are recorded and accounted for
 - Budget has been set approved and provisioned for events for each section
- Responsibility for gathering annual Dues from all playing membership – shared responsibility with sectional VPs
- Responsible for organizing Club events including but not limited to
 - Annual Banquet
 - Cabane a Sucre
 - Dues party
- Player recruitment – shared responsibility with sectional VPs
- Choosing coaching staff with president, sectional VPs
- Player liaison to Executive (Player representative)

Merchandising

ORG CHART

- Responsible for maintaining and selling club merchandise (ties, polos, T-shirts, rugby shirts, tuques, hats, beer steins, mugs, scarves etc)
- Works with president for approvals for capital purchases
- Has ultimate responsibility for merchandise and storekeeping across all sections
- Co-signatory on club expenditure
- Fundraising responsibilities
 - Senior team bar sponsor

Secretary

ORG CHART

- Management of required permits
- Co-chair of disciplinary committee when required
- Co-signatory on club expenditures
- Maintains official club correspondence
- Maintains history of club (record keeping re performance, personnel, key decisions)
- Maintains records of executive and meeting minutes from all sub committees
- Maintain active member list for all members of the club (playing and non-playing)
- Maintain website and any other official communications channels
- Ensure Montreal Exiles are appearing regularly in print media for NDG and local area
- Secure opportunities to have our club represented in other media
- Attend Regional association meetings as required

VP Senior / Junior / Mini

ORG CHART

- Responsible for the development of each section in conjunction with the exec team at large
- Leadership of functions within this group in conjunction with the executive team at large
 - Sponsorship
 - Fixtures
 - Equipment management
- expected to represent their section at relevant regional association or FRQ meetings.
- responsible with the club captain for ensuring annual membership dues are received and accounted for
- Working in conjunction with club captain and president choose coaching staff appropriate for their section
- Each sectional VP will be expected to organize meetings with the functional team in their group, minutes of same to be provided to Club Secretary for record keeping purposes
- Responsible for the FRQ registration cards for players in their section

Non-voting Executive appointments

ORG CHART

- Responsibility for functional areas within each playing group
- Will work in conjunction with the Exec team at large but has overall direction from group VP
- **FIXTURES**
 - Ensures games are confirmed
 - Ensures referee availability
 - Maintains data base of relevant fixtures contacts (name, club, phone, email address)
 - Ensures Athletic therapists (if relevant) are present at home fixtures
 - Ensures any other administration is completed on a weekly basis in order for the game to take place
- **SPONSORSHIP**
 - Find sponsors for their section within club sponsorship guidelines
 - Ensure sponsor commitments are met (funds received on schedule)
 - Ensure commitments to sponsors from the club are met
 - Maintain database of sponsor contacts, name, phone, email, company, donation
- **EQUIPMENT**
 - Ensures teams in the group have the equipment needed for each game
 - Jerseys, balls, flags, post protectors, cones, field marking equipment, physio / AT kit.