

Job Descriptions for Board of Directors of Hawaii Youth Rugby

President (Chairman of the Board)

Summary:

The President is responsible for the ultimate achievement of the strategic ambitions of Hawaii Youth Rugby (HYR) as well as the overall management of its operational activities and management of its activities on the island of Oahu.

Duties:

1. Provides the strategic direction and leadership to the Hawaii Youth Rugby organization. Serves as the regular point of contact for USA Rugby, the media and HYR members on strategic and operational issues.
2. Chairs regular meetings of the Board of Directors (BoD) as well as the Annual General Meeting and any special general meetings. Represents HYR at meetings conducted by USA Rugby or other organizations; provides feedback to the BoD and to HYR clubs.
3. Understands and present the goals of Hawaii Youth Rugby to local youth and high school rugby enthusiasts.
4. Provides leadership and direction in presenting and setting up youth rugby programs. Presents USA Rugby promotional materials to local organizations in the attempt to develop island based youth rugby programs island-wide (Oahu).
5. Creates and maintains strong relationships with local Parks & Recreation Departments, YMCA's, Boys & Girls Clubs, local schools and/or rugby clubs etc. island-wide (Oahu).
6. In consultation with the HYR BoD sets all league, team and player fees and dues for HYR.
7. Coordinates the USA Rugby Coach Accreditation Program.
8. Maintains contact and develops relationships with the national office of USA Rugby.
9. Exercises delegated authority by signing formal agreements with USA Rugby, sponsors and any other party with whom mutual obligation arrangements have been negotiated.
10. Chairs the HYR Disciplinary Committee
11. Accounts for one vote (Oahu) on the BoD and has a casting vote where necessary.

Vice President – (Vice Chairman of the Board)

Summary:

As Vice President and Vice Chairman of the BoD, takes the place of President if he is unable to attend any meeting or appointment. Assists with the ultimate achievement of the strategic ambitions of Hawaii Youth Rugby (HYR) as well as the management of its operational activities on the Big Island.

Duties:

1. As Vice President assists with strategic direction and leadership of the Hawaii Youth Rugby organization.
2. As Vice President, assists the Secretary and the Treasurer as needed.
3. Understands and presents the goals of Hawaii Youth Rugby to local youth and high school rugby enthusiasts.
4. Provides leadership and direction in presenting and setting up youth rugby programs. Distributes and presents USA Rugby promotional materials to local organizations in the attempt to develop youth rugby programs island-wide (Hawaii).
5. Creates and maintains strong relationships with local Parks & Recreation Departments, YMCA's, Boys & Girls Clubs, local schools and/or rugby clubs etc. island-wide (Hawaii).
6. Assists with coordinating the USA Rugby Coach Accreditation Program.
7. Maintains contact and develops relationships with the national office of USA Rugby.
8. Advises on and prepares relevant agreements and memoranda on behalf of HYR
9. Serves on the HYR Disciplinary Committee when needed as determined by the President.
10. Non-voting position as the Treasurer accounts for the Big Island vote.

Director– (Maui)

Summary:

The Maui Director assists with the ultimate achievement of the strategic ambitions of Hawaii Youth Rugby (HYR) as well as the management of its operational activities on the islands of Maui County.

Duties:

1. Provides the input for the Islands in Maui County for the strategic direction and leadership of Youth Rugby, and serves as the Maui representative on the HYR Board of Directors and in communications with USA Rugby and any communication with the IRB or other rugby organizations with reference to rugby on the islands of Maui County.
2. Understands and presents the goals of Hawaii Youth Rugby to local youth and high school rugby enthusiasts.
3. Creates and maintains strong relationships with local Parks & Recreation Departments, YMCA's, Boys & Girls Clubs, local schools and/or rugby clubs etc.
4. Provide leadership and direction in presenting and setting up youth rugby programs. Distributes and presents USA Rugby promotional materials to local organizations in the attempt to develop youth rugby programs island-wide (Maui).
5. Assists with coordinating the USA Rugby Coach Accreditation Program and Referee Certification Program for Maui.
6. Maintains contact and develops relationships with the national office of USA Rugby.
7. Accounts for one vote (Maui) of the Board of Directors.
8. Serves on the HYR Disciplinary Committee when needed as determined by the President.
9. Assists with organization and events for Hawaii All State Youth and Olympic Development Teams and coordinates all rugby tours in and out of the islands of the County of Maui.
10. Is consulted on any legal issues effecting rugby in Hawaii and is empowered to act as legal liaison and/or counsel, at his discretion, in the event of any HYR involvement in litigation or legal disputes.

Treasurer

Summary:

The Treasurer is the chief financial manager for Hawaii Youth Rugby and maintains the integrity and accurate recording of HYR's financial position.

Duties:

1. Maintains the day-to-day accounts of HYR. Maintains appropriate financial records; prepares financial reports and presents reconciliation and cash flow statements to the Board of Directors.
2. Pays all HYR expenses on a timely basis and ensures that proper receipts are kept on record.
3. Prepares the annual tax returns for and on behalf of HYR.
4. Prepares applications for grants and financial assistance with the aim of obtaining at least one additional HYR Corporate sponsor annually; provides progress and reconciliation reports as required.
5. Understands and presents the goals of Hawaii Youth Rugby to local youth and high school rugby enthusiasts. Collect all HYR league registration fees. Bank HYR funds and be a signatory for HYR expenditure.
6. Serves on the HYR Disciplinary Committee when needed as determined by the President.
7. Accounts for one vote (Hawaii) of the Board of Directors.

Secretary

Summary:

The Secretary manages processes and maintains a record of all incoming and outgoing correspondence and club documents. In addition, records the deliberations and decisions of the Board of Directors (BoD).

Duties:

1. Provide secretariat services at all HYR BoD meetings including:
 - Finalizing and distributing the meeting agenda;
 - Collecting and distributing all reports and correspondence relevant to the BoD's regular meetings;
 - Recording and presenting to subsequent meetings all BoD decisions and deliberations;
 - Finalizing and posting meeting minutes, & reports and pursuing the status of issues identified.
2. Following decisions made by the BoD, creates and distributes HYR league correspondence, schedules, announcements, memoranda, etc.
3. Maintains HYR league files for player CIPP forms, identification, and age verification.
4. Prepares applications for grants and financial assistance with the aim of obtaining at least one additional HYR Corporate sponsor annually; provides progress and reconciliation reports as required.
5. Understands and presents the goals of Hawaii Youth Rugby to local youth and high school rugby enthusiasts.
6. Oversees the HYR Webmaster who maintains the league website.
7. Serves on the HYR Disciplinary Committee when needed as determined by the President.
8. Non-voting position but in the event that the President is unavailable, accounts for one vote (Oahu) of the Board of Directors.

Financial Advisor

Summary:

The financial advisor provides timely advice and assistance to the BoD and island representatives with regards to existing financial opportunities and fundraising activities/ programs.

1. Prepares applications for grants and financial assistance with the aim of obtaining at least one additional HYR Corporate sponsor annually; provides progress and reconciliation reports as required.
2. Understands and presents the goals of Hawaii Youth Rugby to local youth and high school rugby enthusiasts.
3. Negotiates equipment deals, (jerseys, shorts, socks, balls, mouth-guards) sponsorships, and coordinates fundraising activities.
4. Negotiates and administers the HYR supplemental insurance program.
5. Assists the Treasurer on financial issues as needed.
6. Serves on the HYR Disciplinary Committee when needed as determined by the President.
7. Non-voting position.