

HAVANT RUGBY FOOTBALL CLUB
GROUND: HOOKS LANE, FRASER ROAD,
BEDHAMPTON, HAVANT, HANTS. PO9 3EJ

TEL: 023 92492311 / 92477843

MINI & JUNIOR SECTION

POSITION DESCRIPTION

LOCATION	Havant RFC Mini and Junior Section
POSITION TITLE	Chairman

PRIMARY FUNCTION:

To organise and manage the Havant Rugby Football Club Mini and Junior Section.

SECONDARY FUNCTIONS:

To be the Chairman of the Havant Rugby Football Club, Mini and Junior Section Management Committee.

To put in place and maintain an efficient management structure to administer and run the Mini and Junior Section.

To have functional authority over Havant Rugby Football Club, Mini and Junior Section officers and members.

To generate sufficient funds to provide for the administration function. Sources of funding are through individual subscriptions, commercial sponsorship, events and activities run by the Club and from donations.

Tasks:

- To chair Management Committee meetings for the conduct of Club business.
- To chair the Annual General Meeting and any Extraordinary General Meetings.
- To publish the minutes of meetings in good time following these meetings to enable work to be progressed on identified items by nominated members as soon as practicable.
- To lead members by example in the pursuance of agreed Club policies.
- To attend Hampshire Youth Committee meetings.
- To generate and maintain the Club's Youth Development Plan.
- To co-opt members to assist in the running of the Club's business as may be required from time to time.

Deborah J Morgan

Chairman
Havant Rugby Club Mini & Junior Section
9 August 2004

