



CLUB STRUCTURE

Club Name : _____

Position	Name	Responsibilities
President		<ul style="list-style-type: none"> - Preside at meetings. - Vote only in case of a tie. Represent the club in all official activities to the university officials. - Be involved and in the know with other club officers activities.
Vice President		Fulfill the role of president, if the president is unavailable.
Secretary		<ul style="list-style-type: none"> - Record the minutes of all meetings - Keep file of Club's records - Set up Club Matches and tournaments
Treasurer		<ul style="list-style-type: none"> - Receive all funds and process Request for Payment, Deposit Slip, and Officer Signature Forms. - Keep an itemized account of all receipts and expenditures and make reports as directed - Build a monthly, semester, or annual budget. - Responsible on establishing sponsors
Social Manager and Marketing		<ul style="list-style-type: none"> - All social, digital, and press media - Sets up recruiting booths and fliers - (if funding is available) Maintain website
Equipment Manager		<ul style="list-style-type: none"> - Secures, maintains, and responsible for all club equipment (If team has a locker room, or shed, only three keys (EM, president, and coach may have a key) people will steal stuff. - Maintains pitch (note always have a backup pitch)
Advisor (Student, Teacher, or Military)		This individual is the advisor between the club and the organization associated with the team. This may be a Student Advisor for a university or a military liaison if using government resources.
Coach		Must be a L1 or Lvl 200
Assist Coach		At least take the free USA Rugby Coaching courses