

LLANDAFF NORTH RUGBY, SPORTS & SOCIAL CLUB LTD

Role Description – Women & Girls Rugby Director

(Women & Girls Teams Representative – Board Director)

Role title: Women & Girls Rugby Director

Also fulfils: WRU Women & Girls Teams Representative role

Type: Volunteer Board Director (company director)

1. Role summary

The Women & Girls Rugby Director is the **lead representative for women's and girls' rugby** at the club and a full member of the Board.

They:

- Champion the needs and ambitions of all women's and girls' teams
- Ensure women & girls' rugby is fully integrated into the overall club and rugby strategy
- Act as a key link between the Board, the women & girls' section, team managers and the WRU
- Work to create a positive, welcoming and sustainable environment for female players at all levels

2. Key responsibilities

A. Representation & leadership

- Act as the voice of women & girls' rugby on the Club Board and in wider club decisions.
- Provide leadership and support to the women & girls' section committee (if in place), ensuring it works in tandem with the main Board.
- Help shape and deliver the Club's rugby strategy so women & girls' rugby is embedded, not an add-on.

B. Link between sections and committees

- Ensure **good communication and alignment** between:
 - The Club Board

- Any Women & Girls section committee / group
 - Coaches, team managers and key volunteers for women & girls' teams
- Take information, priorities and concerns from the women & girls' teams into Board meetings – and bring key decisions and messages back in a clear, timely way.

C. WRU liaison

- Act as a point of contact with the WRU on matters specific to women & girls' rugby (e.g. competitions, development initiatives, campaigns).
- Ensure relevant WRU information, guidance and opportunities are shared with team managers, coaches and players.

D. Supporting teams, team managers and coaches

- Communicate regularly with team managers and coaches for women & girls' teams to make sure they have:
 - Up-to-date information on fixtures, regulations and campaigns
 - Clear routes for raising issues to the Board
 - Support with challenges (e.g. numbers, facilities, kit, behaviour)
- Work with the Director of Rugby and Safeguarding & Welfare Director to:
 - Ensure coaching structures, player development and safeguarding arrangements for women & girls' rugby are appropriate
 - Address any welfare, behaviour or inclusion issues promptly.

E. Development, growth & inclusion

- Help develop a simple plan for the growth and sustainability of women & girls' rugby at the club (e.g. recruitment, retention, new age groups, transition to senior).
- Promote an environment where:
 - Women and girls feel welcome and respected
 - Barriers to participation are identified and reduced
 - Successes and role models are celebrated and visible
- Work with the Digital, Communications & Membership Director to promote:
 - Recruitment for women & girls' teams
 - Fixtures, results and stories
 - Positive images of women & girls' rugby across club channels.

F. Relationships & collaboration

- Maintain strong relationships with:
 - Other Board members
 - Coaches and volunteers across the club
 - Parents/guardians for junior and youth players
 - WRU staff and relevant external partners
- Collaborate with the Commercial Director where funding or sponsorship opportunities could support women & girls' rugby (e.g. kit, development programmes).

G. General Board responsibilities

As a Board member and company director, the Women & Girls Rugby Director will also:

- Uphold the Club's purpose, values, Articles and Club Rules.
- Prepare for and attend Board meetings, contribute constructively and respect collective decisions.
- Declare and properly manage conflicts of interest.
- Share collective responsibility for the Club's strategy, finances, risk and governance.

3. Person specification

Essential

- Genuine commitment to women & girls' rugby and to creating a positive, diverse rugby environment for all.
- Strong communication and interpersonal skills – able to work with players, parents, coaches, volunteers and Board members.
- Good organisation and leadership, able to coordinate input from different teams and present it clearly to the Board.
- Ability to facilitate and represent the interests of women & girls' rugby, even when discussions are complex or competing priorities exist.
- Supportive of the Club's values, safeguarding commitments and EDI principles.

Desirable

- Experience in women & girls' rugby as a player, coach, manager or volunteer.
- Experience working on a committee or board in sport or community settings.
- Understanding of WRU women & girls' pathways and competitions, or willingness to learn.

4. Time commitment

- Attend **Board meetings** (3–4 per year) plus AMM and any relevant women & girls' section meetings.
- Be available, where possible, for key weekend fixtures and events across the season to maintain visibility and relationships.
- Overall time will vary with club size and programmes, but is likely to be a few hours a month on average, with busier periods at the start of the season and during key competitions.

6. Additional development opportunities

In order to progress the club's objectives, the Chair of the Club may recruit and manage the following volunteer roles:

- General Volunteer
- Sponsorship Volunteer
- Fundraising Volunteer