

APPENDIX ONE

JOB DESCRIPTION:

GENERAL MANAGER

LOCATION:

140a Normanby Road, PAEROA

CHIEF FOCUS:

The General Manager's primary focus will be managing the operations of the Thames Valley Rugby Football Union in association with the Chairperson, Board of Management, Council of Clubs and such committees set up by the Board of Management to operate in such a manner that the Thames Valley Rugby Football Union is at all times performing all of its duties and statutory requirements within the Constitution for the betterment of Rugby both regionally and nationally.

Functional Relationships:

Chairperson	Thames Valley Rugby Football Union
President	Thames Valley Rugby Football Union
Union Employees	Thames Valley Rugby Football Union
Board of Management	Thames Valley Rugby Football Union
Council of Clubs	Thames Valley Rugby Football Union
All Sub Committees	Thames Valley Rugby Football Union
All Rugby Football Clubs	Thames Valley Rugby Football Union
All Sub Unions	Thames Valley Rugby Football Union
All Departments	Thames Valley Rugby Football Union
Thames Valley Junior Management Board	
Thames Valley Youth Management Board	
Thames Valley Secondary Schools Management Board	
Thames Valley Rugby Referees Association	
All Provincial Rugby Unions	
All potential Sponsors of the Thames Valley Rugby Football Club	
All Volunteer Staff of the Thames Valley Rugby Football Union	
The Media	
Chiefs	
NZRFU	

General:

The General Manager is accountable to the Chairperson/Board of Management of the Thames Valley Rugby Football Union Inc for the following key areas:

1. Total administration of all secretarial duties that pertain to the Thames Valley Rugby Football Union.
2. Expense control
3. Control and protection of the Union's assets.
4. Effective communication at all levels to Board of Management, Council of Clubs and sponsors within the Thames Valley Rugby Football Union boundary.
5. Effective communication with New Zealand Rugby Football Union Inc and other Provincial Unions.
6. Effective Match-Day control and organization.
7. Recommend to Board Policy changes.
8. Prepare and maintain policy and procedure manuals.

1.0 RESPONSIBILITIES, DUTIES AND ACTIVITIES:

- 1.1 Administration and secretarial. To ensure secretarial staff are adequately supervised and are performing their duties as required.
- 1.2 Carry out the duties necessary to ensure the smooth administration of Thames Valley Rugby within guidelines set down by the Board/Chairman.
- 1.3 Ensure that the Union complies with the statutory requirements of an incorporated society.
- 1.4 To ensure that the office is open at time stipulated by the Union.
- 1.5 To attend such meetings as may be required and to ensure that the minutes of other meeting administrative matters are attended to promptly.

- 1.6 To present to management suggested administrative improvements that will improve the effective management of the Union, including suitable budget presentations.
- 1.7 To carry out such duties as may be requested by the Chairman of the Union from time to time.
- 1.8 Ensure all Officers of the Union – perform his/her duties as required by their contract of terms of employment.
- 1.9 Ensure that the Domestic Club Programme is facilitated.

2.0 EXPENSE CONTROL, FINANCIAL, PROTECTION OF ASSETS:

- 2.1 To record and bank all Union income.
- 2.2 To present accounts for payment to the appropriate Board of Management meetings.
- 2.3 To retain financial documents for audit purposes.
- 2.4 To prepare, in association with the Union's accountants, a monthly financial report.
- 2.5 To ensure that suitable budgetary control is maintained.
- 2.6 To ensure adequate security of cash and cheque books.
- 2.7 To ensure that the assets of the Union have adequate insurance cover and that such assets are physically housed and secured as far as practically possible.
- 2.8 To ensure that the interests of the Union are protected at all times and that no action is taken that will commit the Union of a course of action, without obtaining prior approval.

3.0 COMMUNICATION

- 3.1 To maintain effective flow of both written and oral information at all levels
- 3.2 To provide effective communication with media.

- 3.3 To provide communication with the sponsors of the Union.
- 3.4 To protect the interests of the Union when communicating with the media and the public.
- 3.5 To carry out such duties in accordance with directives.

4.0 MATCH DAYS

- 4.1 To plan for match day requirements and to ensure that resources will be in place at the appropriate time.
- 4.2 To arrange for a cash float for each provincial match day. To ensure that gate takings are accurately accounted for and banked on the first banking day after match day.
- 4.3 To seek prior approval for all planned match day expenditure.
- 4.4 To prepare a match day financial statement after each provincial fixture.
- 4.5 To prepare a match day programme.

5.0 SPONSORSHIP

- 5.1 To actively seek sponsorship at all levels from Thames Valley
- 5.2 To provide an active link between the Union and its sponsors
- 5.3 To make sure that sponsor's requirements are met to the best of the Union's ability.

6.0 REPRESENTATIVE TEAMS

- 6.1 Monitor the management role of all teams and address any issues that are not in the best interest of the Union.