



## Toronto Saracens Executives and Officers

a) The President will be the official spokesperson of the Corporation, will represent the club on the board of Fletcher's Fields, will oversee and supervise office staff, and will ensure the Corporations Bylaws are observed at all times, instruct the Vice-President Administration to summon meetings, entitled to sit on and chair all committees, act as the chairperson of the Executive Committee (and have the deciding vote within the Executive Committee), be responsible for the development and maintaining alumni relations, assist the Social Convenor in fundraising projects involving alumni, and perform such other duties as may from time to time be established by the Board.

b) The Vice President – Administration will be responsible for submitting membership applications to the Board for approval, be responsible for the appointment of a webmaster who shall maintain the Corporation's official website and explore other technological opportunities, the documentation of all amendments to the Corporation's By-laws, will ensure that all official documents and records of the Corporation are properly kept, cause to be recorded the minutes of all meetings, will prepare and submit to each meeting of the Members and other meetings a report of all activities since the previous meeting of the Members or other meetings, will give due notice to all Members of the meeting of the Members of the Corporation, and will perform such other duties as may from time to time be established by the Board.

c) The Vice President – Finance will, subject to the powers and duties of the Board, file all financial and corporate returns required by the Act and any other provincial or federal legislation in accordance with applicable legislation, keep proper accounting records as required by the Act, will cause to be deposited all monies received by the Corporation in the Corporation's bank account, will supervise the management and the disbursement of funds of the Corporation, when required will provide the Board with an account of financial

transactions and the financial position of the Corporation, will prepare annual budgets, and will perform such other duties as may from time to time be established by the Board.

d) Club Captain Men – will provide leadership in all Corporation activities, will represent the interests of all male players on the Executive Committee, will serve as Chairperson of the Men's Playing Committee, will be in charge of the Men's Selection Committee and be responsible for all aspects of the actual playing of rugby.

e) Club Captain – Women – will provide leadership in all Corporation activities, will represent the interests of all female players on the Executive Committee, will serve as Chairperson of the Women's Playing Committee, will be in charge of the Women's Selection Committee and be responsible for all aspects of the actual playing of rugby.

f) Fixtures Coordinator – will be responsible for arranging and confirming fixtures and referees for all men's, women's and junior teams, in accordance with directions of the Playing Committees.

g) Equipment Manager – will be responsible for keeping track of all equipment (balls, jerseys, pads, etc.) and shall ensure their maintenance.

h) Social Convenor – will arrange all social functions for the Corporation and co-ordinate Corporation Fundraisers with other members of the Executive Committee, will also prepare a social calendar and a proposed budget to the Executive Committee and be prepared to provide a fiscal report to the Vice President Finance at the end of the year.

i) Funding Coordinator – will explore and implement revenue, funding and sponsorship opportunities in conjunction with the other members of the Executive Committee, for the benefit of the Corporation and to offset various program budgets.

j) Recruitment Officer – Men – will be responsible for recruiting new members and promoting the Corporation. Also be responsible for player registration, player information and collection of membership dues and registration, will generate and maintain an updated list of all members in order to collect dues and monies.

k) Recruitment Officer – Women – will be responsible for recruiting new members and promoting the Corporation. Also be responsible for player registration, player information and collection of membership dues and registration, will generate and maintain an updated list of all members in order to collect dues and monies.

l) Boy's Development Officer – will be responsible for the recruitment and development of male Junior (under 18) players.

m) Girl's Development Officer – will be responsible for the recruitment and development of female Junior (under 18) players.

n) Director of Rugby – is remunerated by the Corporation and will report to the Board and will be responsible for identifying and developing coaching resources and monitoring coaching performances to ensure compliance with the Corporation's Code of Conduct.

o) Coaches – are remunerated by the Corporation and will report to the Director of Rugby, or if that position is unfilled, to the Board.

p) Team Captains – are appointed by the playing committee and report to the playing committee.