



DIRECTOR RESPONSIBILITIES

PRESIDENT

TREASURER

DIRECTOR
INFRASTRUCTURE
AND GROUNDS

DIRECTOR
FUNDRAISING

DIRECTOR
COMMUNICATIONS

DIRECTOR
JUNIOR RUGBY

DIRECTOR
COMMUNITY RUGBY

DIRECTOR
PREMIER RUGBY

HEAD COACH



WESTS BULLDOGS RUGBY

PRESIDENT

Responsibilities

1. Club **spokesperson** on all non football matters.
2. Co-ordinate Management Committee **agenda** and reports.
3. **Chair** Management Committee.
4. Representative for Wests in **Cluster** arrangement.
5. Co-ordinate **strategic** and operational workshops.
6. Co-ordinate club **communication** plan.
7. Contact point with **BCC councillor**
8. Determine **sponsorships offerings**.
9. Ensure **sponsorship register** is maintained.
10. Be liaison point for all **sponsors**.
11. Appropriately **service sponsors**.
12. Provision of **agreements and documentation** for tax invoicing.
13. Arrange design of any **signage**.

WESTS BULLDOGS RUGBY

TREASURER

Responsibilities

1. Ensure **Constitution** is up-to-date and satisfies all legislative requirements.
2. Calendarise **Annual General Meeting (AGM)**, send notices, arrange voting papers.
3. Prepare **Annual Report** and distribute to eligible members before AGM.
4. Liaise with **External Auditors**, obtain sign off, utilise contra sponsorship if necessary.
5. Prepare all **statutory requirements** such as Directorships, forms lodgements.
6. Ensure all **GST/PAYG** forms are completed correctly and any necessary payments made.
7. Ensure adequate public, professional **indemnity insurance** is in place and paid.
8. Ensure all relevant wages for **workers' compensation** are declared and premium paid.
9. Ensure all and any staff employed are covered by an individual **employment contract**.
10. Ensure any necessary staff **superannuation** is calculated correctly and paid on time.
11. Ensure all and any necessary **licence fees** are in place and fully paid on time.
12. Ensure all and any **contractual agreements** are documented and filed.
13. Prepare **annual budgets** for 12 months ending 30 September.
14. Provide unaudited **management accounts** monthly.
15. Provide appropriate **internal controls** that are adhered to and monitored.
16. Ensure **all banking** is undertaken regularly as per internal control requirements.
17. Ensure **all cheques** are drawn after the appropriate authorisation procedure.

WESTS BULLDOGS RUGBY

DIRECTOR INFRASTRUCTURE / GROUNDS

Responsibilities

1. Liaison point for all issues with **Hospitality Leaders**.
2. Liaison point with **Liquor Licencing** and adherence.
3. Liaise with **BCC** on lease.
4. Liaison for all maintenance with **QRail**.
5. Liaison point for all issues with **gym**.
6. Liaison point for all WH&S issues.
7. Ensure **playing** surface is maintained as per annual program (mowing etc.)
8. Determine **playability/trainability** in event of wet weather.
9. Ensure **water irrigation** system is functioning correctly/optimally.
10. Ensure **field lighting** is working and clear of trees.
11. Approve **electricity accounts**.
12. Ensure field **line marking** is undertaken regularly.
13. Maintain **fence signage** in good condition.
14. Ensure **surrounds** are kept safe and tidy.
15. Ensure **dressings/medical** rooms are fully functioning/cleaned.
16. **Set up fields** on match days and arrange ball boys/scoreboards.
17. Arrange **ground announcer** for match days.
18. Co-ordinate **match day scheduling** (Seniors/Junirs).
19. Ensure **clubhouse** is maintained.
20. Oversee **Telstra** account.
21. Develop **volunteer networks**.
22. Undertake **working bees** as necessary.
23. Maintain **key register**.
24. Ensure suitable **storage facilities**.

WESTS BULLDOGS RUGBY

DIRECTOR FUNDRAISING

Responsibilities

1. Undertake **Functions** as necessary/appropriate.
2. Manage Super 15 **tipping competition**.
3. Maintain club **Member database and invoicing**.
4. Maintain **merchandising**.
5. Prepare any necessary applications for **government grants** and lodger/monitor.

WESTS BULLDOGS RUGBY
DIRECTOR COMMUNICATIONS
Responsibilities

1. Maintain Wests **website**
2. Keep **Honour Boards** up to date.
3. Prepare weekly **Newsletter(s)**

WESTS BULLDOGS RUGBY

DIRECTOR JUNIOR RUGBY

Responsibilities

1. Be the Junior **coaching co-ordinator**
2. Allocate weekly **training times and locations**
3. Be responsible for all Junior **registrations**
4. Be liaison point for all Junior **playing gear**
5. Determine Friday night training **team rosters**
6. Liaise with Director Infrastructure and Grounds on training night/game day **field availability**
7. Co-ordinate **weekly Newsletter**
8. Ensure annual **equipment stocktake** and order
9. Organise end of year **Presentation Day**

WESTS BULLDOGS RUGBY

DIRECTOR COMMUNITY RUGBY

Responsibilities

1. Be the **QRU contact** for all community rugby matters.
2. Ensure the correct number of **teams registered** annually in ARU competitions.
3. Ensure **playing fixtures** are co-ordinated with Infrastructure Committee and communicated.
4. Ensure any necessary **referee liaison**.
5. Ensure players are represented at QRU **judiciary** hearings.
6. Ensure all **players registered** with ARU, QRU and WDRFC Ltd.
7. Ensure appropriate level of **eligibility** for playing fixtures and finals series.
8. Ensure any players requiring inter-club **transfer** are suitably released.
9. Ensure **player database** is maintained with up-to-date details.
10. Ensure all player **subscriptions** are communicated and collected (Paysmart).
11. Ensure appropriate levels of **playing gear** are purchased and securely stored.
12. Arrange any annual **team photos**.
13. Ensure **honour boards** are updated annually for website.
14. Determine pre-season and season **training times/locations** and communicate.
15. Ensure appropriate levels of training **equipment**, maintenance and security control.
16. Order appropriate number of **jerseys** annually, mark up, allocate and inventory control.
17. Order **shorts/sox/polos** and allocate.
18. Ensure **jerseys laundered** weekly and any necessary repairs undertaken.
19. Ensure sufficient **match day equipment** is available and inventory controlled.
20. Ensure **Team Sheets** are submitted to QRU on time.
21. Ensure **match day results** are forwarded to QRU by advised deadlines.
22. **Select community rugby coaches** annually.
23. Provide **community rugby coach expectations** annually.
24. Select **community rugby team management**.
25. **Selection guidelines** updated as necessary.
26. **Player Code of Conduct** updated as necessary.
27. Act as the Player **Disciplinary Committee**.
28. Co-ordinate the appointment of the **community rugby Medical Support Team**.
29. Arrange with Medical Co-ordinator for the purchase and control of **medical supplies**.
30. Organise annual **Presentation Night and trophies**.
31. Ensure **Blue Card** compliance (in conjunction with Junior Director).

WESTS BULLDOGS RUGBY

DIRECTOR PREMIER RUGBY

Responsibilities

1. Be the **QRU/ARU contact** for all premier rugby matters.
2. Ensure **Premier team list** provided to QRU.
3. Ensure Premier **video recording** is undertaken and DBDs collected.
4. **Select Premier coaches** annually.
5. Provide Premier **coach expectations** annually.
6. Select Premier **team management**.
7. Work with Head coach on any necessary **player retention v recruitment**.
8. Assist Head Coach with Premier **Strength and Conditioning programs**.
9. Assist Head Coach with Premier **Rehab program**
10. Be **liaison point** for Sport and Rec co-ordinator.