



# NERFU Board of Directors

## Roles and Responsibilities

NERFU (New England Rugby Football Union) leadership is comprised of volunteer board members elected from its membership at the AGM (Annual General Meeting). The generous time and energy board members give makes rugby possible in New England.

The duties of board members can usually be executed within a couple of hours a week. This can fluctuate throughout the year; more time is usually spent around events such as the AGM, NERFU Cup and league playing seasons.

### **President**

The President organizes and chairs union and executive committee meetings, and oversees the activities of all union officers and committees. The President is also responsible for:

- Determining the union objectives (based on feedback from the membership) and working toward their achievement
- Encouraging membership in the union
- Establishing and maintain good working relationships with other unions to further the goals of the union

### **Secretary**

The Secretary is the President's deputy and assists the President in their duties. The Secretary is responsible for:

- Maintaining the records of the union
- Preparing agendas for union and executive committee meetings as well as keeping the meeting minutes and publishing them
- Tour and National Championship paperwork
- Maintaining correspondence with other unions and USA Rugby



### **Treasurer**

The Treasurer collects and accounts for all dues and funds received by the union. They also budget and administer the funds of the union. The Treasurer also:

- Maintains all of the financial records of the union
- Works with the executive committee to establish budgets
- Publishes a monthly budget update

### **Executive Directors**

Executive Directors are responsible for the management of their group (senior clubs, colleges or sevens) and all activities within that group. They are also responsible for:

- Working with the Division Directors to create the competition schedules
- The approval and oversight of tournaments within their group
- Representing the group as a whole during Executive Committee meetings

### **Division Directors**

Division Directors are responsible for the management of the clubs within their division and provide direction and assistance to those clubs. They are also responsible for:

- Working with the Executive Director to create the competition schedules for the clubs in their division
- Working with the Executive Director to make sure their clubs are informed of and in compliance with the current rules and regulations
- Administering attending and their divisional play-offs

#### *Senior Club Directors include:*

- *Men's D1*
- *Men's D2*
- *Men's D3*
- *Men's D4*
- *Women's D1*
- *Women's D2 and D3*

#### *College Club Directors include:*

- *Men's Champion Cup*
- *Men's Challenge Cup*
- *Men's Developmental Cup*
- *Women's College Clubs*