

Reading Rugby Football Club (RRFC)

YOUTH MEMBERSHIP & RECRUITMENT SECRETARY

MAIN PURPOSE OF ROLE:

- To be directly responsible for the recruitment and affiliation of new members to the rugby club.

ACTUAL DUTIES INVOLVED

- To co-ordinate all membership renewals with the club.
- To maintain the club membership database throughout the year.
- To identify new members and affiliate them to the club.
- To co-ordinate recruitment campaigns for the club in association with the director of rugby and club chairman.

LIAISON WITH:

- Chairman of all key committees and Press Officer
- Club members
- Local companies and businesses

THE POST HOLDER WILL BE RESPONSIBLE TO: General Committee

MEETINGS TO ATTEND

- General Committee meetings
- Annual General Meeting if appropriate
- Sub Committees by request

ESTIMATED TIME COMMITMENT: On average 5 - 10 hours a week throughout the year

TERM OF ROLE: The Membership & Recruitment Secretary will be appointed for one year at a time, with the hope that the post holder will retain the role for a maximum of 3 years.

BENEFITS

- Increase in profile within the rugby fraternity and local & national media