



Watton RFC

Terms of Reference: Senior Committee

- The committee will comprise of Senior Section Chairperson, Vice Chairperson, Honorary Secretary, Treasurer, Registration Secretary, Safeguarding Officer, Press Officer, Disciplinary Secretary, Fixtures Secretary, Volunteer Co-ordinator, Assistant Safeguarding Officer, Seal of Approval Manager, Adult and Youth Registrar, Player Pathfinder, Coaching Co-ordinator, Club Liaison Officer, Referee Co-ordinator.
- The positions of Chairperson, Vice Chairperson, Honorary Secretary, Treasurer, Registration Secretary, Safeguarding Officer, Press Officer, Disciplinary Secretary, Fixtures Secretary, Volunteer Co-ordinator, Assistant Safeguarding Officer, Seal of Approval Manager, Adult and Youth Registrar, Player Pathfinder, Coaching Co-ordinator, Club Liaison Officer, Referee Co-ordinator shall be elected at the Senior Section Annual General Meeting.
- An Annual General Meeting of the Senior Section will be held at the end of each season. All members including players of the Senior Section will be invited to attend. The election of the above positions on the committee will be undertaken. An end of season report from each of these members will also be given to the meeting. All members will be allowed to vote at this meeting. The proceedings of this meeting are to be formally recorded.
- Members of the Senior Section may attend and take part in discussions at the normal committee meetings. They will not however be allowed to participate in a vote on an agenda item.
- The Senior Section Committee will meet during the season once every calendar month at a time mutually agreed by the committee and in the closed season as directed by the Chairperson.
- The Senior Section Secretary will in preparation for these meetings draw up and issued to all committee members an agenda of the items to be discussed. The agenda items will indicate which member will take the lead in the subject discussions.
- The proceedings of the committee meetings will be documented in formal minutes which will be distributed to all committee members within 2 weeks of the meeting. The minutes of the previous meeting will be reviewed at the commencement of every committee meeting.
- When a vote on a matter/proposal is required there must be a minimum of 4 members of the committee present to form a voting quorum. If the required number of committee members is not present then the voting will be deferred to the next scheduled committee meeting.
- Where required a sub-committee or working group will be formed from members of the committee to investigate or develop strategy on a single subject. The number of members of a sub-committee will be dependant of the nature of the subject. The sub-committee will report to the main committee on progress or any outcomes regularly at the main committee meetings as directed by the Chairperson when the sub-committee is formed.