

# This is Exmouth Rugby



## Secretary of Junior Rugby

The Secretary of Junior Rugby is responsible to the Chairman for the administration of all the Mini, Midi, Junior and Youth rugby under the Juniors in the club. Your remit is broad; as well as looking after the general running of the Juniors, you'll act as the linchpin between internal and external stakeholders. It's no exaggeration to say that the Juniors couldn't function effectively without you.

### **Ideally, you'll need to be:**

A capable manager who can delegate effectively

Confident and good at communicating

Skilled at administration and meeting procedures

Well-organised and conscientious

IT literate

### **What you'll do:**

Act as the main communication link between the Junior Committee, sub-committees, club members, other clubs and leagues

Manage and record all inward and outward club correspondence, making sure the necessary actions are followed up

Provide the necessary details to the RFU and Devon RFU (CB)

Distribute the right paperwork to the right people in the club

Organise the Junior meetings, preparing agendas and paperwork, and taking minutes

Communicate any important matters between the RFU, Devon RFU, and leagues, showing a thorough understanding of the rules of all these bodies

### **How much time it will take up:**

1 - 2 hours a week, mainly in the evenings and at weekends.

### **What you'll get out of it:**

Running this office well shows considerable command of high-level organisational skills. It's a highly respected post from any perspective, within the community and the world of work. You'll be able to see the results of your efforts very clearly, as there's a high correlation between a well-run club and success on the field.

**Contact the Chairman of Junior Rugby if you are interested.**

**Teamwork Respect Enjoyment Discipline Sportsmanship**