

Terms of Reference

Sponsor Executive Director

Approved: 9 May, 2013

Updated Feb 2018

ADMINISTRATIVE OFFICER

1 Primary Purpose

The primary purpose of the Administrative Officer is to assist the Executive Director in the provision of an efficient and effective service of the highest quality possible from the County Office to Hampshire rugby.

2 Secondary Purposes

To be the Minutes Secretary of Management Board, General Clubs, Club Hampshire, Game Development and Youth Sub-Committee and Youth Sub-Committee and Forum Meetings.

3 Accountability

The Administrative Officer is accountable to and works under the authority of the Executive Director.

4 Authorised to

Act in all matters, according to experience and ability, which further the efficiency of the service provided by the County Office.

5 Tasks

- 5.1 To attend the County Office in accordance with the Job Description, Terms of Service and Contract of Employment and elsewhere when necessary when acting as a Minutes Secretary.
- 5.2 To record incoming mail (post and emails), identify the action officer and distribute as necessary.
- 5.3 To process routine correspondence (post and emails) according to experience and ability.
- 5.4 To dispatch in a timely fashion the Agenda and related reports and documents of all General Meetings, Clubs' Meetings, Club Hampshire, Game Development and Youth Sub-Committee and Forum meetings and Meetings of the Management Board.
- 5.5 To take the Minutes of Management Board Meetings and of General and Clubs', Club Hampshire, Game Development and Youth Sub-Committee and Forum Meetings.
- 5.6 To agree Minutes with the Executive Director within one week of a meeting.
- 5.7 To dispatch agreed Minutes within two weeks of all Management Committee and Clubs' Meetings and all Club Hampshire, Game Development, Youth Sub-Committee and Forum meetings.
- 5.8 To prepare and dispatch the Annual Handbook pro-forma to all Member Clubs, Associate Clubs and Schools.
- 5.9 To maintain the Clubs' and Associate database.
- 5.10 To assist in the preparation of the Annual Club Charges Invoice and to dispatch to all Member Clubs, Associate Clubs and Schools.
- 5.11 To maintain the record of club charges received in the County Office, and follow up on unpaid ones.

- 5.12 To assist in the production of the Union's publications, AGM booklet, Annual Handbook and Club Hampshire programmes.
- 5.13 To dispatch publications produced by the Union, in 5.12 above.
- 5.14 To assist in Club Hampshire Kit - Issue and recall at end of season in liaison with the DoR.
- 5.15 To assist with the arrangements for General and Clubs', Club Hampshire, Game Development and Youth Sub-Committee and Forum Meetings.
- 5.16 To process Disciplinary Reports on first receipt.
- 5.17 To follow Concussion Protocol for all reported suspected and confirmed concussions reported to the HRFU from clubs, schools and HRFU led festivals.
- 5.18 To maintain a record of Club Accounts received into the HRFU office and follow up on non received ones. Liaise with the Finance chairman who will come in and vet them.
- 5.19 To maintain annual records of new season interest for :-
Youth U7 – U16
Colts
Senior teams
School festivals
- 5.20 To maintain an annual HRIS (Hampshire Rugby Insurance Scheme) register of players.
- 5.21 To maintain a Clubs' Director of Rugby database and contacts on yahoo.
- 5.22 Assist the DoR in sending out HEPT and Club Hampshire Trial information.
- 5.23 Maintain all contacts on Yahoo for Club's Secretaries, Chairmen, Presidents, Treasuresr and Youth contacts.
- 5.24 To maintain the website, News stories photos linked to stories, Club Hampshire games and adverts and all other content – to be Webmaster.
- 5.25 Assist Club Hampshire Age groups and senior teams when in season to help arrange matches, catering numbers liaison with others and provide anything else required for home matches.
- 5.26 To assist the DoR in International Ticket applications, Allocation and chase late payments
- 5.27 To undertake such other duties and responsibilities as the Executive Director, subject to mutual agreement, may determine.