

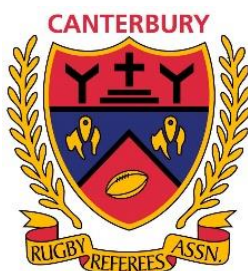
Position Description for the role of Social Convenor

Purpose

- To ensure a programme of social activities is offered to the members of the CRRA across the three regions

Key tasks

- Meet with the three regional social convenors face to face in February/March and twice during the season to plan a programme of activities for the regions and the CRRA as a whole and review the season. As a guide, a 'welcome to the season' event and an 'end of season' event could be expected regionally and/or Canterbury wide.
- Publicise the programme so that at least five weeks notice is provided to members for all activities
- Bring a recommended date, venue and price per member for the CRRA End of Year Prizegiving to the Management Committee for sign off by June 1 and then oversee the preparation and planning for the social activities of the evening – food, drink, speakers, transport – noting that regional convenors take responsibility for arranging transport if required
- Prepare a budget for regional and Canterbury wide social activities and provide to the Finance Convenor on the Management Committee by March 1
- Monitor the budget and liaise with the Finance Convenor on processes/spending
- Maintain contact with the three regional convenors during the season as appropriate
- Contribute to an end of year survey/feedback coordinated by the REO at the end of the season to gauge members thoughts on social activities



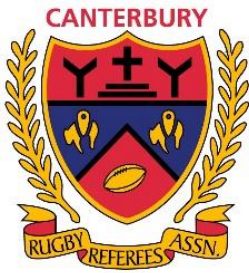
Position Description for the role of Membership Convenor

Purpose

- To work with the REO and regional convenors on promotion, recruitment and retention of referees across the three regions

Key tasks

- Meet with the REO and the three regional convenors face to face in February each year and at least one more time during the season to plan a programme of recruitment and promotion of refereeing for the regions and the CRRA as a whole
- Arrange for personal contact in each of the regions of the previous season membership to ascertain a return or otherwise. For any referees not returning ascertain the reasons. Collate reasons and review any common trends to take to the Management Committee by May 1st
- Ensure there is an induction plan in each of the regions for new referees
- Audit structures and procedures of the CRRA to ensure they promote retention
- Oversee with the Administrative Assistant and/or the REO
 - gear stocks of both on and off field gear ensuring a constant supply is maintained
 - an exchange programme that supports recognition and reward
 - arrangements for an annual Life Members function
 - the identification of recipients of Service Awards to provide to the Secretary for inclusion in the Annual Report and for presentations at the AGM
 - recognition for those referees reaching significant milestones eg 100 Div 1 games
 - recognition for referees refereeing in club finals at all levels
 - the return and preparation of all cups and trophies etc for the prizegiving
 - a call for applicants for the sponsors scholarships and then assist the REO and Chair in selection of the recipients
 - the preparation and administration of an end of season review/survey of members
- Review gear designs as and when appropriate with the REO and bring any recommendations to the Management Committee
- Review the travel reimbursement policy and bring a recommendation to the MC in March
- Make any recommendations to the Management Committee that promote refereeing recruitment and retention



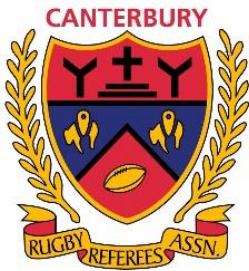
Position Description for the role of President

Purpose

- To fill the role of 'elder statesman' of the Association

Tasks

- Chair the Annual General Meeting of the CRRA and any Special General Meetings that may be called
- Act as host to any visitors of the CRRA at the annual Prizegiving function or other occasions
- Be available to any member of the CRRA to listen to concerns, complaints or compliments and take them wherever thought appropriate
- Visit each of the three regions to attend at least one meeting a year and provide the 'Presidents shout' at a time selected with each of the three regions
- Provide a 'members voice' at discussions held at the Management Committee
- Be available to present reward and recognition awards regionally or at CRRA functions



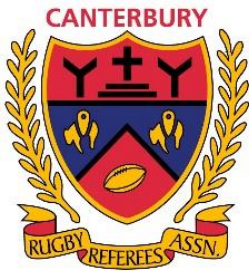
Position Description for the role of Secretary

Purpose

- To ensure the various administrative roles of the CRRRA are carried out effectively and efficiently

Tasks

- Record the minutes of meetings of the Management Committee, the Annual General Meeting and any Special General Meetings held and provide to members in a timely way after meetings
- Record and present any correspondence to the association
- Take to the Management Committee a schedule of meetings and venues for the year at the first meeting after the Annual General meeting
- Prepare the Annual Report in association with the Chairman
- Advise members of all constitutional timelines relating to the Annual General meeting and any Special General meetings
- Remind members of the Management Committee of meetings one week before the meeting along with a reminder of the To Do list and a request for any reports to be out at least two days before the meeting or
- Prepare and circulate an agenda for Management Committee meetings using the reports from convenors and/or the To Do list along with the Operational Plan timelines
- Manage in association with the Administration Assistant the CRRRA page on the CRU website



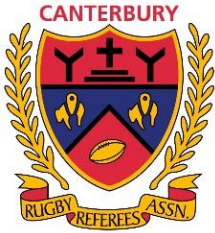
Position Description for the role of Coaching and Development Convenor

Purpose

- To work with the REO and Regional Convenors to ensure there is a programme of referee and coach development in place for members of the CRRA

Tasks

- Meet with the REO, the Head Selector and the three regional convenors face to face in February each year so a training programme for the CRRA referees and coaches as a whole and/or regionally is completed and agreed to
- Meet with the REO, Head Selector and the three regional convenors at least three more times during the season to review programmes and identify any concerns or issues relating to coaching and development
- Oversee and be a part of the appointment of Canterbury selectors so that they are in place by the AGM in November
- Collect and collate resourcing requests from the regions and from the REO and consider
- Prepare a final budget for regional and Canterbury coaching and development activities and provide to the Finance Convenor on the Management Committee by March 1
- Monitor the budget and liaise with the Finance Convenor on processes/spending
- If appropriate, provide an opportunity for development exchanges
- Report to the Management Committee on the activities of the CRRA selectors and take any concerns/compliments
- Oversee with the Administrative Assistant and/or the REO
 - an inventory of communication and any other coaching or training gear held by the CRRA
 - a call for nominations for CRRA Trophies etc for Prizegiving and then select recipients with the REO and Head Selector
- Conduct a season review in August/September with the REO, Head Selector and Regional Convenors to make any recommendations to the MC or the incoming C & D group
- Support the regional appointment officers in their duties



Position Description for the role of CRRA Head Selector (and selectors)

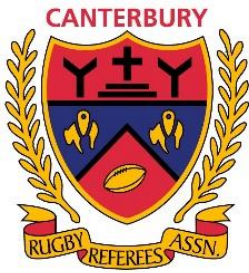
Purpose

- To oversee with the REO, the high-performance aspects of the association

Tasks

- With support from the regions, identify those referees who have the potential to become high performers
- Attend meetings of the Coaching and Development group when held and contribute plans etc
- View nominations from the regions for the Premier Panel, ensure all off-field requirements are met and name the panel at the end of year prizegiving
- View identified potential CRRA Top 5 referees and name the panel at prizegiving
- With support from regional Coaching and Development convenors, identify potential Academy members and name an Academy team at the end of year prizegiving
- With the support of the REO, deliver a programme of training to the Academy members
- Convene a meeting of the Combined Country selectors along with Mid Canterbury personnel to oversee appointment allocation and selection process
- Assist the REO and Coaching and Development Convenor to select CRRA end of season trophy recipients
- Select a representative panel for appointment to Canterbury representative fixtures other than those appointed by NZ Rugby and appoint officials to these games
- Communicate with the REO to the membership, the criteria being considered in high performing referees as set through NZR directives and local requirements

It should be noted that this position will be for a three-year term once appointed. The Management Committee will have the right however to terminate this appointment early. If the Management Committee intends to terminate the appointment early, it shall give at least 14 days' prior written notice of that intention to the Head Selector. The Head Selector may indicate, within 14 days of receiving the notice, that he wishes to be heard at the next scheduled Management Committee meeting (or such other time as is agreed) on the proposed termination. After the Management Committee has heard from the Head Selector, or if the Head Selector fails to advise that they wish to be heard within 14 days, the Management Committee shall make a final decision on whether to terminate the appointment of the Head Selector. The Management Committee shall advise of its decision as soon as practicable after the decision is made.



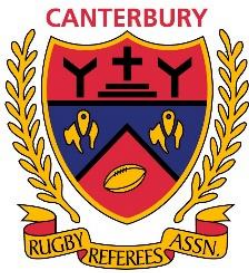
Position Description for the role of Finance Convenor

Purpose

- To supervise and control all financial and accounting functions of the CRRA

Tasks

- Prepare an estimated budget for consideration by the Management Committee in October and present a finalised budget to the Management Committee for adoption at the first meeting in March after receiving funding requests from the other Management Committee convenors
- Monitor the income, expenditure and investments and advise the Management Committee of the current state of the finances at all meetings
- Liaise with the regional Finance convenors as and when necessary noting that the Social, Membership and Coaching & Development convenors will be doing this
- Prepare the Annual Accounts so that they go to the approved auditor as early as possible in October
- Work with the Administrative Assistant to
 - ensure all invoices/reimbursements are signed off by the person responsible for the spending and paid in a timely manner
 - oversee the payment of travel claims in September
 - oversee the collection of subscriptions and present to the Management Committee any unpaid sub members in June for consideration
 - lodge any applications for financial assistance from charitable organisations or trusts including the Mainland Foundation
 - ensure invoices are prepared and sent to sponsors and the CRFU for their contracted support
 - prepare and lodge GST returns twice yearly
- Arrange for new authorisers to be added to the Business Accounts after being approved by the Management Committee to hold such a position
- In association with the Membership Convenor, make a recommendation to the Management Committee in October on the level of subscriptions to be voted on at the AGM



Position Description for the role of Chairperson

Purpose

- To ensure the operations of the CRRA run smoothly, support the REO and oversee the functions of the members of the Management Committee

Tasks

- Chair all meetings of the Management Committee ensuring the members are meeting the requirements of the Operational Plan
- Meet with the three regional convenors three times during the year (March, June, Sept) to inform and hear any concerns/issues and generally promote the activities of the association
- Prepare the Chairman's report for the Annual Report that collates all activities of the association and provide to the Secretary by the end of the first week in November
- Represent the CRRA on any CRU committees or meetings
- Identify potential new members as and when needed in September for the Management Committee
- Be the spokesman for any matters relating to the CRRA
- Be available to any member of the CRRA to listen to concerns, complaints or compliments and take them wherever thought appropriate
- Assist the REO and Membership Convenor in the selection of scholarship recipients