

HAMPSHIRE RUGBY FOOTBALL UNION LIMITED



Terms of Reference 06

Sponsor Executive Director

Approved: 9 May, 2013

Updated May 2020

ADMINISTRATIVE OFFICER

0601 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.

0602 Secondary Purposes

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

0603 Accountability

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

0604 Authorised to

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

0605 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 / Forum meetings and Meetings of the Management Board.
5. 5 To take the Minutes of Management Board Meetings and of Clubs', Club Hampshire, Game Development and Youth Sub-Committee / Forum Meetings.
5. 6 To agree Minutes with the Executive Director within one week of a meeting if practical.
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 / Forum meetings.
5. 8 To prepare and email the Annual Handbook pro-forma to all Member Clubs, Associate Clubs and Schools.
5. 9 To maintain the Clubs' and Associate databases.
- 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.

