

# HAMPSHIRE RUGBY FOOTBALL UNION LIMITED

## Terms of Reference 42

Approved 1 November, 2012

Review 7 December 2015

Updated May 2020



## VOLUNTEER COORDINATOR

### 4201 Primary Purpose

The primary purpose of the Volunteer Coordinator is to provide support to Clubs to enable them to increase volunteer participation.

### 4202 Secondary Purposes

- 2.1 To promote the benefits of rugby volunteering to the general public.
- 2.2 To manage a Volunteer recognition programme in the County from both Club and County Volunteers.
- 2.3 To create and maintain succession plans for all Key County Management positions.
- 2.4 To assist the Chairmen of the primary Committees in succession planning.

### 4203 Accountable to

The Club Development Chairman.

### 4204 Authorised to

Commit expenditure to meet the purposes within the budget approved by the Board.

### 4205 Tasks

- 5.1 To ensure that activities are completed within the annual budget approved by the Board.
- 5.2 To help promote, publicise and advertise the "Value the Volunteer" programme.
- 5.3 To develop, operate and maintain a programme to find new Volunteers who are willing to become County Volunteers.
- 5.4 To assist Clubs with their Volunteer recruitment, retention and reward programmes.
- 5.5 To assist HRFU Ltd Committee Chairmen in the creation of Job Definitions for key positions.
- 5.6 To assist the HRFU Ltd Board in creating succession plans.
- 5.7 To identify and secure sufficient funding to effectively deliver Volunteer programmes in the County.
- 5.8 To identify training needs in conjunction with the Rugby Development Officers.
- 5.9 To undertake such other duties and responsibilities as the Club Development Chairman, subject to mutual agreement, may determine.