

**THIS IS
RUGBY.**



Weymouth RFC

VP Secretary

A community club is nothing without its members. That's why the role of VP Secretary is so important. You'll not only manage existing VP's, but actively encourage new ones and deal first hand with the members themselves. Your work will help the club prosper for years to come.

You'll need to be:

- Well-organised
- Friendly and approachable – you'll be key contact for the Clubs Vp`s.
- Have good attention to detail
- Good with numbers
- Full of bright ideas to attract new membership
- IT literate

What you'll do:

- Manage everything to do with VP memberships, subscriptions, renewals and income
- Take the lead on promoting new VP membership
- Keep the VP membership database up-to-date
- Ensure membership fees are paid and records kept
- Create and deliver a plan for recruiting new VP members.
- Help to plan / organise VP pre match buffets during the season
- Promote club events to all VP members

How much time it will take up:

Around 3-4 hours a week.

What you'll get out of it:

You'll meet a wide range of people with one thing in common – loyalty to their local rugby club. It's a socially rewarding post to hold. Encouraging support helps bring the community and area together, ultimately making it a nicer place to live.

Teamwork Respect Enjoyment Discipline Sportsmanship

Rugby Football Development Limited

a member of the Rugby Football Union group of companies

Rugby House, Rugby Road, Twickenham TW1 1DS Tel: 020 8892 2000 Fax: 020 8892 9816

Incorporated in England, company number 5429073

Delivering the programmes of the Rugby Football Foundation and the Rugby Football Union

September 2009