



Dubai Exiles Rugby Football Club

The Sevens Stadium, Dubai, UAE

Email: hello@dubaixiles.com

Website: www.dubaixiles.com

Honorary Vice Chairperson at Dubai Exiles RFC

The Vice–Chairperson acts as the Deputy at the Chairperson’s discretion and accordingly has two distinct functions: an Executive role and an Ambassador role. The Vice Chairperson will chair meetings in the Chairperson’s absence and in agreement with the majority vote of the rest of the Executive Committee ensure execution of decisions made. He or she will deputise for some or all of the Chairperson’s duties as directed by the Chairperson, or in his absence as directed by the majority of the rest of the Club Committee.

The role:

To support in the execution of, and to deputize for the Chairperson in respect of, the following tasks as and when required:

- Arrange and chair Management Committee meetings, Emergency Committee Meetings and Special/Annual General Meetings. The Chairperson possesses a personal and casting vote in such meetings.
- Ensure committee members are familiar with their duties and executing them
- Lead the creation of the club development/business plan
- Set annual objectives for the Director of Rugby and General Manager and manage them in the performance of their roles.
- Oversee the creation of the annual operating budget by the club General Manager and Treasurer to ensure the Club’s financial position is understood at all times
- Attend or make sure the club is represented at the UAERF and other (GRM) meetings as requested. Build trusted, long term relationships with key individuals within the UAERF, GRM and the Sevens Management.
- Attend Sub-Committee meetings if they concern club policy
- Prepare the Annual General Report with the section representatives and present it at the AGM
- Be a senior point of contact for club sponsors
- Be the signatory on the Club Trade License
- Be a signatory on the club’s operating bank account



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- Ensure club disciplinary matters are handled in a responsive, fair and firm manner

Knowledge, Skills and Character:

- A charismatic and inspiring leader
- Well-acquainted with the running of the club and its history
- An experienced and effective manager
- Confident and good at communicating in written and spoken form
- Familiar with business administration and practices
- Diplomatic and discreet
- Well-organised

How much time it will take up:

About 6 hours a week, mainly in the evenings and at weekends.

Appointment & Succession Planning

- The Vice Chairperson is appointed for a period of 24 months by the AGM in general consultation with the members of the Club.
- The maximum a Vice Chairperson can serve in that role is 4 years.
- The Vice Chairperson should identify and nurture candidates to succeed to their position when required.