



## Dubai Exiles Rugby Football Club

PO Box 24987, Dubai, UAE

Tel: +971 (0) 5459 8603

Email: [administrator@dubaixiles.com](mailto:administrator@dubaixiles.com)

Website: [www.dubaixiles.com](http://www.dubaixiles.com)

## Honorary Chairperson at Dubai Exiles RFC

**The role of the Chairperson is to provide the vision, leadership and business management skills to develop the club for the benefit of all. They are required to form and lead a committee that ensures all elements of the club run safely, smoothly and within budget. The Chairperson is the most senior internal and external face of the club, responsible for representing it with key external and internal stakeholders. The Chairperson role is a leadership role, and that means involvement and guidance on a broad range of issues across the club. The Chairperson plays a crucial role in ensuring the ongoing good governance of the club. He or she should ensure that the Committee is well balanced and has a good cross section of relevant skills. Finally the Chairperson is there to ensure the Club adheres to the core values of rugby and to protect its best interests at all times and in line with the spirit of Rugby.**

### The role:

- Have a sound understanding of the club rules, the constitution and the responsibilities and duties of office bearers and sub-committees.
- Arrange and chair Management Committee meetings, Emergency Committee Meetings and Special/Annual General 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 on track and 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

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WE'LL TREAT YOU WELL

Patron: His Highness Sheikh Mohammed Bin Rashid Al Maktoum

License No: SRL-SL-10-006



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- Be a signatory on the club's operating bank account
- Ensure club disciplinary matters are handled in a responsive, fair and firm manner
- Be well informed of all club activities
- Be prepared to make difficult decisions on behalf of the club if necessary
- Be visible to all parts of the club and communicate regularly

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

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