



CGRU Official Positions, Terms, and Responsibilities

All CGRU officials must be members of the CGRU on December 1 prior to the election. All officials will be required to register in Rugby Xplorer as Admin-Volunteer, and would consequently be required to complete Safesport annually prior to participating in any official business. Officials will also be required to agree to the [Conflict of Interest Policy](#) annually.

President

The President shall serve a two-year (2) term, commencing bi-annually in January, effective 2023. He/she is elected at large by all CGRU Full Members in good standing. He/she shall:

- *Organize and chair Union and Executive Committee meetings, and administer/oversee the activities of the other officers and committees of the Union;*
- *Shall encourage membership in the Union and, with the help of the members, shall determine and execute the Union's objectives and work toward their achievement;*
- *Cultivate business and sponsor relationships, and appoint other individuals as he/she may determine to assist in this regard;*
- *Shall liaison with Southeast Rugby Referee Society (SERRS) to maintain an open line of communication and ensure that CGRU clubs are compliant;*
- *Acts as the primary liaison with USAR, the Southern Competitive Region, Gulf Coast Super Region, and other geographical unions to ensure that CGRU competitions meet their requirements in terms of Regional and National Championships.*



Vice President of Rugby Operations

The Vice President of Rugby Operations shall serve a two-year (2) term, commencing bi-annually in January, effective 2023. He/she is elected at large by all CGRU Full Members in good standing. He/she shall:

- *Be the President's deputy and assist the President in his/her duties;*
- *Have oversight of all match-related issues;*
- *Shall enforce the current CGRU Match Day procedures;*
- *Oversee the administration and application of Rugby Laws (including USAR and World Rugby laws) and the Union's By-Laws;*
- *Oversee the inter and intra-Union playoffs;*
- *Act as the primary contact and liaison for admin, coaching, and player development;*
- *Succeed the President in the event of his/her death, incapacity, resignation or removal from office, until the next scheduled meeting of the members, or until a special meeting of the members is properly called.*

Vice President of Finance

The Vice President of Finance shall serve a two-year (2) term, commencing bi-annually in January, effective 2023. He/she is elected at large by all CGRU Full Members in good standing. He/she shall:

- *Account for, budget and administer the funds of the Union;*
- *File taxes; maintain financial records.*



Vice President of Communications

The Vice President of Communications shall serve a two-year (2) term, commencing bi-annually in January, effective 2023. He/she is elected at large by all CGRU Full Members in good standing. He/she shall:

- *Compile, maintain and publish the Union membership directory to the members of the Union. The membership directory shall consist of contact information for all members, including contact information for individuals associated with full member rugby clubs.*
- *Correspond with other unions to the mutual advantage of the unions;*
- *Oversee the maintenance and promotion of the union's social media accounts and website in line with the union's objective to grow participation and promote our members, clubs, events, and rugby as a whole within the CGRU;*
- *Review and approve the final agenda for Union and Executive Committee meetings (although the President may elect to have another Officer, including the President, to do so from time to time);*
- *Delegate administrative functions to the Geographical Union Administrative Director ("GU-AD" or "Paid Administrator");*
- *Manage through direct oversight of the Paid Administrator in all non-finance aspects of the Union's administrative functions;*
- *Compile and submit to the President periodical evaluations of the job performance of the Paid Administrator.*

Directors of Competitive Divisions

Each competitive division within the CGRU shall have a Director. He/she shall serve a two-year (2) term, commencing bi-annually in January,



effective 2023. He/she is elected at large by all members who compete within the respective division. Current competitive divisions include:

- Men's Club Division 2
- Men's Club Division 3
- Men's Club Division 4
- Women's Club Division 2

Director Duties

- *In addition to enumerated duties of the Directors, they shall act as the chief administrative officer for their respective constituent Division;*
- *Represents the interests of his/her respective Division teams;*
- *Maintain open lines of communication with all Division teams, clubs and administrators;*
- *Updates and informs representatives of any news, issues, and opportunities that pertain to their division;*
- *Reports any suggestions, issues, or concerns to the President and VP of Operations;*
- *Maintains Competition Management System compliance (Rugby Xplorer) within their respective division;*
- *Responsible for compiling an end of year report for their division;*
- *Responsible for the creation of the following season's schedule for their division.*

Director of 7s Rugby

This key leadership role will oversee all 7s programming across the union. This position manages the Carolinas Summer 7s Series, competition



structure, club compliance, scheduling, and coordination with USA Rugby and the Senior Club Council as well as the Gulf Coast region. The Director will lead strategic planning, support coach and referee development, and ensure a high-quality competitive pathway for all clubs.

Ideal candidates have strong knowledge of 7s rugby, experience in rugby administration and event management, and the ability to communicate clearly with clubs and officials. Organizational discipline and timely decision-making are essential. He/she shall serve a two-year (2) term, commencing bi-annually in January, effective 2027. He/she is elected at large by all members clubs of the union.

Director Duties

- *In addition to enumerated duties of the Directors, he/she shall act as the chief administrative officer for 7s competitions hosted within the union, ensuring compliance and sanctioning by host clubs;*
- *Represents the interests of union 7s teams both at the qualifier and social competitive levels;*
- *Assists union clubs during the national championship qualifier process.*
- *Selects CGRU members to participate on the 7s committee, with approval from the CGRU board.*