

Secretary

Organizational Overview:

New Mexico Youth Rugby (NMYR)/Rugby New Mexico is a statewide 501(c)(3) nonprofit organization dedicated to expanding access to youth rugby across New Mexico. Governed by an active, working Board of Directors, NMYR emphasizes hands-on leadership, strategic planning, and community engagement. Board members serve as change agents committed to growing the sport and its impact through collaboration, accountability, and service.

Position Summary:

The Secretary serves as NMYR's governance expert, responsible for maintaining organizational records, supporting legal compliance, and overseeing disciplinary procedures. This role ensures that the Board operates transparently and in alignment with USA Rugby standards and nonprofit law.

Strategic Context (Line of Effort):

This position falls under the **Operations Line of Effort**, which oversees rugby programming, competitions, tours, and training committees.

Core Responsibilities:

- Record and archive minutes from Board and operational meetings.
- Manage Board elections, meeting notices, and official filings.
- Administer discipline procedures for match-related and non-match-related issues.
- Conduct annual reviews of bylaws and policies; propose amendments.
- Research nonprofit compliance and legal standards.

General Expectations:

- Attend weekly operations meetings (Tuesdays at 7:00 PM MT) and bi-monthly governance sessions.
- Provide committee oversight and support.
- Participate in fundraising efforts through outreach or donor engagement.
- Maintain USA Rugby "Youth & High School Administrator" registration.
- Uphold ethical standards and complete annual Conflict of Interest Disclosure.

Qualifications & Skills:

- Strong organizational and writing skills.
- Attention to detail and ability to manage sensitive information.
- Interest in nonprofit governance and policy development.
- Collaborative mindset and effective communication skills.

Term Length & Commitment:

One-year renewable term, subject to Board review and approval. Weekly meetings and additional time as needed to fulfill responsibilities.

Reporting Structure:

Reports directly to the President and collaborates with other Directors and committees.

Benefits & Impact:

Gain nonprofit governance experience, contribute to statewide youth sports, and build leadership and policy development skills. Ideal for individuals seeking professional development and resume-building opportunities.

Application Instructions:

To apply or inquire further, contact: admin@rugbyadmin.org