**TERMS OF REFERENCE**

**ARMY RUGBY UNION – RFU COUNCIL MEMBER**

**BACKGROUND**

1. The post of the Army Rugby Union (ARU) representative on the Rugby Football Union (RFU) for the season 2014/2015 is required to be advertised, elected and filled. The post is known as the RFU Council Member. The Chairman will discuss the nominations with the ARU Management Board on Wed 19 Mar 14. The selection will then be passed to the RFU and the ARU AGM will agree the post retrospectively. The selected incumbent will be required to be in post from the 1 Sep 14. The selected incumbent must work on the assumption that they will be able to commit to the appointment for at least 4-6 years. Applicants should send their rugby CV to the Secretary via email by 1600hrs Mon 3 Mar 14 to [cfowke@ascb.uk.com](mailto:cfowke@ascb.uk.com)

2. The incumbent should have held an appointment on the ARU Council or Management Board and be in a position to represent the opinions of Service rugby to a wide audience consisting the professional paid staff at Twickenham and the RFU Council. He/She must be prepared to mix with all other council members and liaise/work with the RAF and RN representatives – both of OF4 rank.

**RFU Representative – RFU Council Member**

3. The ARU is a Constituent Body of the RFU and is represented on the RFU Council. The ARU RFU Council Member is to represent the interests of the ARU and all member clubs on the RFU Council and any committees, sub-committee or task groups as appropriate keeping the Chairman ARU and ARU Management Board informed of all relevant issues and policy development emanating from the RFU.

**Membership**

4. The ARU RFU Member is a member of the following organisations and committees:

* Army Rugby Union Management Board
* Army Rugby Union Council
* Rugby Football Union
* Rugby Football Union Council
* Attend RFU Standing Committees as required\*\*
* Attend RFU Sub Committees as required\*\*
* Attend RFU Task Groups as required\*\*

\*\*Elected to by RFU

**Accountability**

5. The ARU RFU Member is accountable to the ARU and member clubs through the AGM or any legally convened SGM. Day to day functional accountability is exercised through the Chairman to the ARU. The ARU will appoint one member to the RFU Council who will be voted in annually at the ARU AGM.

**Authority**

6. The ARU RFU Member is authorised to act on behalf of the best interest of the ARU and member clubs on all routine business with the RFU, RFU Council and RFU Professional Staff. He is to submit routine reports/brief the ARU Management Boards at all meetings and raise any pressing items as appropriate out of committee.

**Tasks**

7. The following tasks should be conducted by the ARU RFU Council Member:

* Attend the RFU AGM and SGMs as required
* Represent the ARU at RFU Council meetings (For Season 2014/2015 these are on Fri 3 Oct 14, Fri 14 Nov 14, Fri 13 Feb 15, Fri 17 Apr 15 & Fri 12 Jun 14)
* Attend RFU Standing Committees as required
* Attend RFU Task Groups as required
* Attend and report to ARU AGM and SGM as required
* Attend and report ARU Management Board Meetings
* Attend and report to ARU Committees and Sub-Committees as required
* Host sponsors/guests as required at England home internationals at lunches/players dinners (See below)
* Act as the link between the President RFU and President/Chairman ARU at the Army v Navy match (See below).

**Review**

8. These Terms of Reference should be reviewed annually following the ARU AGM.

**Further information**

9. The RFU Council Members are governed by RFU Regulations: Rule IV – 13 The Council - See [www.RFU.com](http://www.RFU.com)

* Under current rules, the RFU Council Member (CM) attending the RFU Council Meetings - normally run at Twickenham –  has accommodation provided in the Marriot Hotel for the evening before if required
* The RFU will fund MMA, rail or air travel within current rules & regulations to and from matches and meetings
* The CM will be required to attend all England Home Matches
  + For the Autumn Internationals 2014/2015, the CM will be required to attend the 4 home Internationals on successive weekends in Nov 14 (England v New Zealand 8 Nov, v South Africa 15 Nov, v Samoa 22 Nov & Australia 29 Nov). If living more than 200 miles away 2 nights’ accommodation will be provided in the Marriot Hotel.  The CM will be required to secure car parking space in West Car Park (night before the match), help set up venue to host sponsors in the car park (day of match). The CM (and his wife/husband) will be required to formally host sponsors (normally 2) at the lunch in the Spirit of Rugby prior to the game.  The CM will attend the players dinner post match and on one of the post-match dinners, be prepared to host the ARU President at a black tie dinner
  + For the 6 Nations 2014/2015: The CM will be required to attend the 6 Nations matches.  England will play Italy, Scotland and France at home.  The CM will attend the formal dinner with the RFU hosting opposing countries management board on the night preceding the game.  The CM will be required to secure car parking space in West Car Park (night before the match), help set up venue to host sponsors in the car park (day of match). The CM (and his wife/husband) will be required to formally host sponsors (normally 2) at the lunch in the Spirit of Rugby prior to the game.  The CM will attend the players dinner post match
  + For the Army v Navy match: The CM will be required for the day. He/She will be required to attend the matches at Kneller Hall, hosting the President ARU. The CM will then host at the Babcock Reception at Twickenham before hosting, along with the Chairman ARU, the President ARU and other VIPs in the President’s Suite for lunch. The CM will then oversee the visit to the injured players with the respective VIPs prior to the match.