

# Role Profile: 200 Club Manager

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## Purpose of the Role

The 200 club is a fundraising initiative at MRRFC whereby members sign up, pay a monthly subscription to have the possibility of winning a cash prize based on numbers drawn each month.

To manage and develop the club's 200 Club, ensuring effective administration, accurate financial tracking, and growth in membership to generate sustainable income for the club.

The role is responsible for maintaining membership records, coordinating payments and draws, and acting as the primary point of contact for all 200 Club-related matters, supporting the club's long-term financial sustainability.

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## Reporting Line

- **Reports to:** Treasurer
  - **Works closely with:**
    - Membership Secretary
    - Fundraiser / Grants Application Manager
    - Media / Social Media Manager (promotion)
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## Scope of the Role

- Full administration and development of the 200 Club
  - Membership recruitment, retention, and engagement
  - Financial tracking and reporting (in coordination with Treasurer)
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## Key Responsibilities

### 1. Membership Management

- **Oversee and maintain all aspects of 200 Club membership, including:**
  - New registrations
  - Renewals

- Membership records
  - Ensure a smooth, clear, and efficient sign-up process
  - Act as the main point of contact for membership-related queries
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## **2. Recruitment & Growth**

- Work with the leadership team to grow 200 Club membership
  - Support initiatives to:
    - Recruit new members
    - Increase participation across the club and wider community
  - Promote the 200 Club as an accessible way to support community rugby
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## **3. Communication & Promotion**

- Advertise clear and attractive membership options to:
    - Club members
    - Parents and supporters
    - Local community
  - Work with the Media / Social Media Manager to promote the 200 Club
  - Lead internal communication regarding membership and draws
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## **4. Financial Administration & Coordination**

- Track and manage:
    - Membership subscriptions
    - Payments and renewals
    - Prize payouts
  - Work with the Treasurer and Membership Secretary to ensure:
    - Fees are collected accurately
    - Income is properly recorded and reconciled
  - Ensure all financial activity aligns with club financial controls
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## **5. Draw Management & Delivery**

- Organise and manage regular 200 Club draws
- Ensure draws are:
  - Conducted fairly and transparently
  - Communicated clearly to members
- Coordinate prize distribution

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## **6. Record Keeping & Data Management**

- Maintain an accurate and up-to-date membership database
- Ensure all records are:
  - Secure
  - Accessible for reporting
  - Compliant with data protection requirements
- Keep clear records of:
  - Membership status
  - Payments
  - Draw results

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## **7. Reporting & Accountability**

- Submit written reports to the Treasurer in advance of monthly Board meetings as required covering:
  - Membership numbers and trends
  - Financial summary including income and payouts
  - Recruitment activity

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## **8. Governance & Conduct**

- Follow the Club code of conduct at all times
- Ensure transparency and fairness in all 200 Club operations
- Support the club's values and community focus

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## **Key Attributes**

- Well organised and methodical
  - Strong attention to detail
  - Excellent communication skills
  - Friendly and approachable
  - IT literate (databases, spreadsheets, online systems)
  - Reliable and trustworthy
  - Committed to supporting club sustainability
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## **Key Relationships**

- Treasurer
  - Membership Secretary
  - Fundraiser / Grants Manager
  - Media / Social Media Manager
  - Club members and wider community
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## **Time Commitment**

- Ongoing throughout the year
  - Regular activity aligned with:
    - Membership cycles
    - Draw schedules
  - Additional time for recruitment campaigns and reporting
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## **Success Measures**

- Growth in 200 Club membership numbers
  - Accurate and up-to-date membership records
  - Reliable collection of membership income
  - Transparent and well-managed draws
  - Positive member experience and engagement
  - Contribution to overall club financial sustainability
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