

WALES RUGBY LEAGUE

Constitution

March 2008



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Report Title	Wales Rugby League Constitution
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Summary	The constitution and structure of Wales Rugby League as a National Governing Body.
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Table of Contents

1	Name	4
2	Objects	4
3	Powers	4
4	Membership.....	5
5	Registrations.....	5
6	The Officers of Wales Rugby League	6
7	The Management Board	7
8	Standing Committees.....	8
9	Board and Sub-Committee Meetings	9
10	Members Meetings	9
11	Management Board Meeting Procedure.....	9
12	Postal Ballot	10
13	Conduct of Meetings.....	10
14	Annual General Meeting	11
15	Extraordinary General Meeting	12
16	National Teams.....	12
17	Finance.....	13
18	Life Members	13
19	Patrons.....	14
20	Trustees	14
21	Child Protection Policy	14
22	Anti Doping Policy	14
23	Equity Policy.....	14
24	Disciplinary Procedure	15
25	Conflict of Interest	15
26	Indemnity	16
27	Emblem	16
28	Dissolution.....	17
29	Constitution	17
	Appendix A – Wales Rugby League Structure	18
	Appendix B – Wales Rugby League Officers Job Descriptions.....	19



1 Name

- 1.1** The name of the Organisation shall be “Wales Rugby League” also referred to as “WRL”, and shall be the Governing Body of all aspects of the game of Rugby League in Wales.
- 1.2** This Organisation has no legal or financial connection to any previous or similarly named bodies.

2 Objects

- 2.1** The object of WRL shall be to promote and encourage the sport of Rugby League, and to act as the sole controller and Governing Body of the game in Wales.
- 2.2** To provide an efficient body for the overall management, administration and development of Rugby League in Wales.
- 2.3** To consider and where agreed by the Management Board seek affiliation to Associations, Federations or other entities that have similar objectives to those of Wales Rugby League.
- 2.4** To serve as the focal point for everyone around the world interested in the development of Rugby League in Wales.
- 2.5** To work in conjunction with other Governing Bodies within Great Britain to develop and sustain Rugby League throughout the Nations.

3 Powers

- 3.1** To organise games and competitions, to publish and sell or distribute, merchandise, newsletters, magazines, posters, papers, books of instruction, pamphlets and information, for the purpose of stimulating interest in and promoting the objectives of Wales Rugby League, and to take all other measures which may seem necessary for providing and maintaining an efficient organisation.
- 3.2** To open, operate and maintain bank accounts, receive and accept donations, endowments, gifts of money and any other asset whatsoever, either subject or not subject to any special trusts or conditions.
- 3.3** To borrow, raise or secure the payment of money with or without security for any defined purpose of Wales Rugby League, provided that consent or approval of the Management Board is received.
- 3.4** To enter into any arrangements with any authority or department of National or Local Governments.



- 3.5 To employ, hire, appoint, engage, remove or suspend such managers, secretaries, officers, clerks, agents or other servants for permanent, temporary, part-time or special services as may from time to time be thought fit in accordance with Wales Rugby League's Disciplinary Procedure and to determine their duties, and to grant, continue and pay such salaries, pensions, gratuities or other forms of enrolments in recognition of services as may from time to time be sanctioned by the Management Board.
- 3.6 To arrange for the manufacture/import and distribution of playing kit, equipment, badges, caps and other items required by Wales Rugby League.
- 3.7 To promote, organise and conduct games, competitions, events, entertainment and other functions such as raffles, lotteries (when legally permitted to do so) for the raising of funds for the purpose of furthering the aims and objectives of Wales Rugby League.
- 3.8 To promote, conduct and organise National and International competitions, games, events and awards.
- 3.9 To set membership fees for the relevant membership categories.

4 Membership

- 4.1 Wales Rugby League shall consist of the Management Board, and affiliated members consisting of:
 - 4.1.1 Clubs
 - 4.1.2 Schools and Sixth Form Colleges
 - 4.1.3 Universities.
- 4.2 Affiliation will be approved by the Management Board provided that potential members accept the constitution of WRL and adhere to the regulations of Wales Rugby League.
- 4.3 All members will have one (1) vote at any AGM or EGM.

5 Registrations

- 5.1 A Club shall be defined as:
 - 5.1.1 "An association or organization offering members the opportunity to participate in playing, coaching, officiating, supporting or administrating the Game of Rugby League in conjunction with Wales Rugby League's Constitution and Rules."



- 5.2** A School shall be defined as:
 - 5.2.1** “An institution for educating children up to the age of 18.”
- 5.3** A Sixth Form College shall be defined as:
 - 5.3.1** “A college for pupils in their final years of secondary education, starting at the age of 16.”
- 5.4** A University shall be defined as:
 - 5.4.1** “An institution for higher learning with teaching and research facilities constituting a graduate school and professional schools that award master's degrees and doctorates and an undergraduate division that awards bachelor's degrees.”
- 5.5** All registrations shall be carried out in accordance with the regulations of Wales Rugby League.
- 5.6** Registration fees shall be determined by the Management Board of Wales Rugby League
- 5.7** WRL Members shall pay the stipulated affiliation fee prior to the commencement of the financial year
- 5.8** The financial year of Wales Rugby League shall be from 1 January to 31 December of each calendar year.
- 5.9** An individual Member shall be defined as:
 - 5.9.1** “An individual bone-fide paid up member of an affiliated Wales Rugby League Member Organisation.”

6 The Officers of Wales Rugby League

- 6.1** The titular head of the Association shall be the Executive Chairman. The tenure shall be by invitation of the Management Board and subject to ratification by the AGM.
- 6.2** The Officers of Wales Rugby League shall be Executive Chairman, Vice Chairman, Treasurer, Secretary and Development Officer. They shall be responsible for Staff management when necessary.
- 6.3** All appointed officers will have suitable experience, and will conform to the requirements of the appropriate job description as listed in Appendix B.
- 6.4** The Management Board shall have the power to create and fill any office, which may, in its opinion, be necessary. Any office



created which is intended to be permanent shall be ratified at the AGM.

- 6.5** Any Elected Officer not wishing to stand for re-election shall so notify the Executive Chairperson no later than 42 days prior to the date of the AGM.

7 The Management Board

- 7.1** The Management Board shall manage the Affairs of Wales Rugby League, and will meet a minimum of twelve (12) times a year.
- 7.2** The Management Board shall comprise of the Officers, WRL President and a representative of professional rugby league clubs based in Wales, each of whom is entitled to one (1) vote, except in the case of a tied vote when item 7.5 comes into effect.
- 7.3** The Management Board has the power to invite suitable organisations to send delegates but they will not have any voting rights.
- 7.4** The quorum necessary to transact business of the Management Board shall be four (4) people.
- 7.5** Every question at a meeting shall be determined by a simple majority of the votes of the members present and eligible to vote, every eligible member having one (1) vote. In the case of a tied vote the Executive Chairman shall have a second or casting vote.
- 7.6** The Management Board shall have the power to fill vacancies in its membership by co-opting but they may only hold office until the next AGM.
- 7.7** The Management Board shall have the power to establish such ad-hoc committees as are deemed necessary. Any such ad-hoc committees formed shall conform to any regulations imposed by the Management Board.
- 7.8** The Management Board shall decide upon all matters relating to the interpretation of the policy of the Association.
- 7.9** The Management Board shall have the responsibility for the financial planning and budgeting and any Grant Applications.
- 7.10** The Management Board shall be responsible for coordinating the activities of the various Standing Committees of the Association.



- 7.11** The Management Board shall be responsible for all matters pertaining to International Representation of Wales, subject to the conditions of Item 16.
- 7.12** The Management Board will prepare a Calendar of Events.
- 7.13** The Management Board shall be responsible for all matters relating to decisions on Public Relations, Marketing and Publications, subject to the advice and recommendations of a specialist sub-committee.
- 7.14** The power of interpretation of the constitution shall be vested in the Management Board, except at an AGM when this power will be vested in the Chairperson.
- 7.15** The Sports Council for Wales Liaison Officer shall be eligible to attend meetings of the Association as an observer, with no voting rights.
- 7.16** The Management Board shall be responsible for the maintenance of appropriate international and national competition records, and the production of Job Descriptions for all elected or appointed posts

8 Standing Committees

- 8.1** There shall be seven (7) Standing Committees for Wales Rugby League.
 - 8.1.1** Financial
 - 8.1.2** Ethics and Equality
 - 8.1.3** Coaching and Player Development
 - 8.1.4** Policy and Procedure
 - 8.1.5** Media, Events and Website
 - 8.1.6** League and Competitions
 - 8.1.7** Match Officials Development and Administration
- 8.2** Each Standing Committee shall be chaired by a Management Board Member of Wales Rugby League, elected for that purpose.
- 8.3** In the event of the nominated Chairman being unavailable then another person from that committee may act as Chairperson for that meeting, subject to the agreement of that meeting.



- 8.4 The Executive Chairman, Treasurer and Secretary of Wales Rugby League shall be ex-officio members of all Standing Committees.
- 8.5 Each Standing Committee shall meet as and when necessary, at the discretion of the Management Board. A written report containing details of recommendations and any activities shall be submitted 14 days prior to each Management Board meeting, if applicable.

9 Board and Sub-Committee Meetings

- 9.1 Management Board and Sub-Committee Meetings shall be held in a city or town readily accessible, which is deemed by the Management Board to be the most beneficial to WRL, taking into account travel accommodation costs and the publicity impact of the venue.
- 9.2 A Management Board meeting can be requested by any one of the Management Board Members and will be confirmed at the request of simple majority of the said Board members. Such a request will set forth the matters to be discussed.

10 Members Meetings

- 10.1 Affiliated Members of Wales Rugby League will meet twelve (12) times a year.
- 10.2 These Members meeting will be run as per the Management Board meetings and all rules therein will stand, with the exception of any voting items, no votes will be held at Members meetings.
- 10.3 The purpose of these meetings is to disseminate information discussed at Management Board and/or sub-committee meetings as deemed necessary by the Management Board, and to offer the Members an opportunity to take any general issues with the Management Board.

11 Management Board Meeting Procedure

- 11.1 The Secretary shall give each Management Board member due notice of date, time and venue of all Board meetings and at the same time ask for items to be included on the agenda for discussion.
- 11.2 If within sixty (60) minutes after the appointed time of the Management Board meeting a quorum is not present the meeting shall be adjourned to another date and time to be determined.



- 11.3 Each delegate who is authorised to vote on various issues shall be entitled to one (1) vote on all matters.
- 11.4 The Executive Chairman if in attendance shall have a casting vote on all matters where there is a tied vote. If the Executive Chairman is not present then the President shall have the casting vote.
- 11.5 If requested by a simple majority of Board members, a secret ballot shall be held when voting on any matter.
- 11.6 Any matter of meeting procedure, not dealt with in this Constitution or Byelaws shall be governed by democratic principles of majority rule by a simple show of hands or secret ballot vote as decided by delegates.

12 Postal Ballot

- 12.1 Election of Board members and other vacancies that need to be filled between the AGM can be concluded by postal or electronic ballot if required by members who are finding genuine difficulty in travelling to a proposed venue.
- 12.2 A list of nominees together with a brief motivation for the proposed candidate will be sent to Management Board Members twenty one (21) days before the close of ballot.
- 12.3 The Management Board shall appoint a Returning Officer. The closing date of the ballot and the address of the Returning Officer shall be clearly indicated.
- 12.4 Each ballot paper shall clearly show the preference by a distinctive mark indicating the desire for the preferred candidate.
- 12.5 The Executive Chairman and one other Management Board member, shall be authorised to act as scrutineer in all ballots by post or electronic delivery and the decision ratified at the next meeting.

13 Conduct of Meetings

- 13.1 The Executive Chairman of the Board or Chairman of a sub-committee may, with the consent of the meeting, adjourn it from time to time.
- 13.2 Any person who is not a member of the Management Board or a subcommittee may not address the meeting except at the invitation of the Chairman and, in such cases no voting privileges shall be conferred thereon.



13.3 In the case of an equality of votes, the Executive Chairman if in attendance or the President in his absence shall have a casting vote in addition to the one that he is entitled to as a full member of that meeting. The equality of votes shall be announced prior to the Executive Chairman declaring his casting vote.

13.4 Any business transacted at meetings of WRL may, at the discretion of the Board, be published for the information of the public and the advantage of WRL. Press representatives may be admitted to any meeting of the Board or sub-committees provided a simple majority of members agree.

14 Annual General Meeting

14.1 The Annual General Meeting of the Association shall be held in February when the Annual Report, the Statement of Accounts made up to the end of the preceding December and the Annual reports of all Standing Committees (if applicable) and National Teams shall be presented.

14.2 At least 28 days notice, specifying date, time and venue together with the Agenda and any proposed amendments to the constitution shall be given to all Members.

14.3 Key personnel will hold office for two years. At the AGM elections for 14.3.1 and 14.3.3 shall take place in even years and 14.3.2 and 14.3.4 in odd years if necessary:

14.3.1 Executive Chairperson

14.3.2 Vice Chairman

14.3.3 Treasurer

14.3.4 Secretary

14.4 Should any post not be filled at the AGM the Board has the power to co-opt to fill the vacancy.

14.5 The AGM may only be attended by registered members. Each registered club shall be entitled to one (1) vote. There will be no proxy or postal voting. All officers shall be entitled to one vote each.

14.6 All matters will be decided by a ballot or by a show of hands of those members present who are eligible to vote

14.7 Proposed amendments to the constitution shall be passed if there is a majority of two thirds (2/3) in favour of the amendment of those members present and eligible to vote.



- 14.8** Other resolutions will be decided by a simple majority. In the event of a tied vote the Executive Chairman has the casting vote. Resolutions for inclusion on the agenda of the AGM must be proposed and seconded by registered members and must be received by the Secretary (sent to WRL's office) at least 35 days before the AGM.
- 14.9** Nominations, when appropriate, must be proposed and seconded for Posts 14.3.1 to 14.3.4 inclusive must be received by the Secretary at least 35 days before the AGM.
- 14.10** Within a period not exceeding thirty days (30) of the AGM, minutes of the business transacted shall be issued to each member of the Management Board, the secretaries of each affiliated Member, together with an updated Constitution if amended.

15 Extraordinary General Meeting

- 15.1** An Extraordinary General Meeting (EGM) of Wales Rugby League may be convened on a resolution of the Management Board, or within 28 days of receipt by the Executive Chairman a resolution signed by five (5) registered members or twenty percent (20%) of registered Members, whichever number is the greater, accompanied by a deposit of £50.
- 15.2** The appropriate provisions of Article 14 shall apply to EGM's
- 15.3** A maximum of one (1) delegates from each Affiliated Member will be requested to attend any EGM and vote upon the resolutions proposed at the said meeting, other Individual Members may attend as representatives of Affiliated Members, but have no voting rights, and their attendance must be confirmed with the Secretary at least 15 days prior to the EGM.
- 15.4** Board members and affiliated Members in attendance representing a simple majority of at least fifty (50%) per cent of the current Board Members and affiliated Members shall form a quorum.
- 15.5** If a quorum is not obtained, the meeting will be postponed for one (1) week and a special notice of this fact shall be issued to the absentees.

16 National Teams

- 16.1** The National Coaches and Team Managers for all national Teams shall be appointed by the Management Board.
- 16.2** The appointment of Assistant Coach/Manager to National Teams shall be made by the Management Board, but with the



input of National Coaches where deemed necessary by the Management Board.

- 16.3** The National Teams shall be selected on a Squad System and picked by a Selection Committee comprising at least two (2) Management Board members, the respective National Coach, Team Manager and any others whose input is deemed necessary by the Management Board.

17 Finance

- 17.1** The Financial Year of the Association will end on the 31 December and a written statement of accounts up to and including this date will be presented at the AGM.
- 17.2** The Funds of Wales Rugby League will be lodged at a bank, and all cheques, drafts etc., drawn on the account shall be signed by two (2) Officers of Wales Rugby League.
- 17.3** The income and property of Wales Rugby League, however derived, shall be applied towards the aims and objectives of the Association. No portion shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to members, provided that nothing herein shall prevent the payment in good faith of reasonable and proper remuneration to any officer, servant or member of "WRL" in return for services actually rendered to the Association.
- 17.4** Provided that finance is available as determined by the Management Board, the approved travelling expenses of Board members shall be paid from WRL funds.

18 Life Members

- 18.1** Life membership may be conferred upon a member who complies with the following principles:
- 18.1.1** The person's contribution must be of sustained excellence to the furtherance of the ideals of Wales Rugby League.
- 18.1.2** The nomination must come from at least two (2) affiliated Members, both of which must submit the application to the Management Board. If endorsed by the Management Board, the nomination will be submitted as a Motion on Notice at the AGM.
- 18.2** Any such nomination must be submitted with a full motivation to the Secretary at least 60 days prior to the AGM.
- 18.3** Life members of Wales Rugby League shall be presented with a special memento that will be agreed upon by the Board.



18.4 No more than two (2) life members can be elected in any one (1) year.

18.5 Life members will be invited to such functions and activities as deemed appropriate by the Board.

18.6 Life members may attend Board meetings at their own expense. They may have a voice, but are not eligible to vote.

19 Patrons

19.1 The Board may at any time appoint patrons of WRL.

20 Trustees

20.1 Two (2) members of the Management Board with financial or legal backgrounds, where possible will be appointed as Trustees for WRL when Trustee services are required.

21 Child Protection Policy

21.1 Wales Rugby League will adhere to all current legislation and guidelines of best practise in relation to Child Protection.

21.2 Whilst practicable Wales Rugby League will utilise the Rugby Football League's Child Protection Policies and Practices, until such a time as Wales Rugby League are in a position to produce, uphold and maintain it's own policy and procedure

22 Anti Doping Policy

22.1 Wales Rugby League will adhere to all current legislation and guidelines of best practise in relation to Anti Doping.

22.2 Whilst practicable Wales Rugby League will utilise the Rugby Football League's Anti Doping Policies and Practices, until such a time as Wales Rugby League are in a position to produce, uphold and maintain it's own policy and procedure

23 Equity Policy

23.1 Wales Rugby League will commit to the principles of equal opportunities and to ensure that the culture, philosophy and processes within Wales Rugby League and the Game are free from bias and discrimination.

23.2 Whilst practicable Wales Rugby League will utilise the Rugby Football League's Equity Policies and Practices, until such a time as Wales Rugby League are in a position to produce, uphold and maintain it's own policy and procedure



24 Disciplinary Procedure

- 24.1** The Management Board reserve the right to terminate the membership of any affiliated Member or Individual Member if the said Member:
- 24.1.1** Contravenes the Constitution.
 - 24.1.2** Is convicted of a serious criminal or fraudulent offence whilst holding membership.
- 24.2** The Management Board shall have the power, on receipt of a written report from any affiliate Member to take such disciplinary action against an individual Member as, in the opinion of the Management Board circumstances warrant.
- 24.3** In the event of disciplinary action being initiated the relevant body shall be suspended from all WRL activities. This will be confirmed in writing within seven (7) days of the said suspension being enacted.
- 24.4** After careful, due consideration and investigation of all the facts and if need be the examination of witnesses and relevant documentary evidence, it shall be competent for the Management Board to suspend or terminate the membership of an affiliated member. Any suspended Member Club or individual shall have the right to appeal up to thirty (30) days after notice of suspension or termination has been served.
- 24.5** Appeal hearings shall be held within thirty (30) days on the receipt of a letter requesting such an appeal by the suspended Member. The appeals committee shall be appointed by the Management Board and should be chaired by an individual who is acceptable to both parties.

25 Conflict of Interest

- 25.1** If any Member, Officer, Individual Member or employee of Wales Rugby League has a financial, commercial, personal or other interest either direct or indirect in any contract, proposed contract or other matter and is present at any meeting at which that contract, proposed contract or other matter is the subject of consideration, he or she shall at the meeting and as soon as practicable after its commencement disclose the fact and shall not take part in the consideration or discussion of the contract, proposed contract or other matter or vote on any question with respect to it.
- 25.2** Interests as follows shall be disclosed, although the list is not exhaustive:



- 25.2.1** any employment or income received from work undertaken within the sport
- 25.2.2** any income received from the sport as a partner, director or employee within a firm
- 25.2.3** any sponsorship personally received
- 25.2.4** any sponsorship given to any aspect of the sport
- 25.2.5** any contracts with the sport for the provision of services or goods for profit
- 25.2.6** any interests in any corporate bodies which do business with Wales Rugby League
- 25.3** Any interest which any close members of the family of the member, Officer or employee may have in these matters shall also be declared when matters or issues are discussed which could affect their financial position
- 25.4** For the record and for openness and scrutiny, a Register of Interests shall be maintained and in which shall be declared in writing the interests of those persons referred to in this section
- 25.5** Written disclosures shall be entered in the Register of Interests which shall be maintained by the Secretary and shall be available and open to any member or authorised official
- 25.6** All entries in the Register of Interests shall be checked annually by letter to those concerned who shall report any necessary deletions or additions
- 25.7** Any persons required by this section to declare orally or in writing any relevant interest and failing to do so shall be subject to Wales Rugby League's disciplinary procedure mentioned in paragraph 23 above or, if an employee, that mentioned in his / her contract of employment.

26 Indemnity

- 26.1** Any member or servant of WRL shall be indemnified against personal responsibility for any action taken as a member or a servant operating under the direction and with approval of the Management Board.

27 Emblem

- 27.1** The Emblem of WRL shall feature a Dragon, or a recognised Welsh national symbol, and the wording 'Cymru RL', Wales RL or Wales Rugby League. Acceptable depictions and



designs of the emblem shall be approved by the Management Board before going into any stage of production or publicity.

28 Dissolution

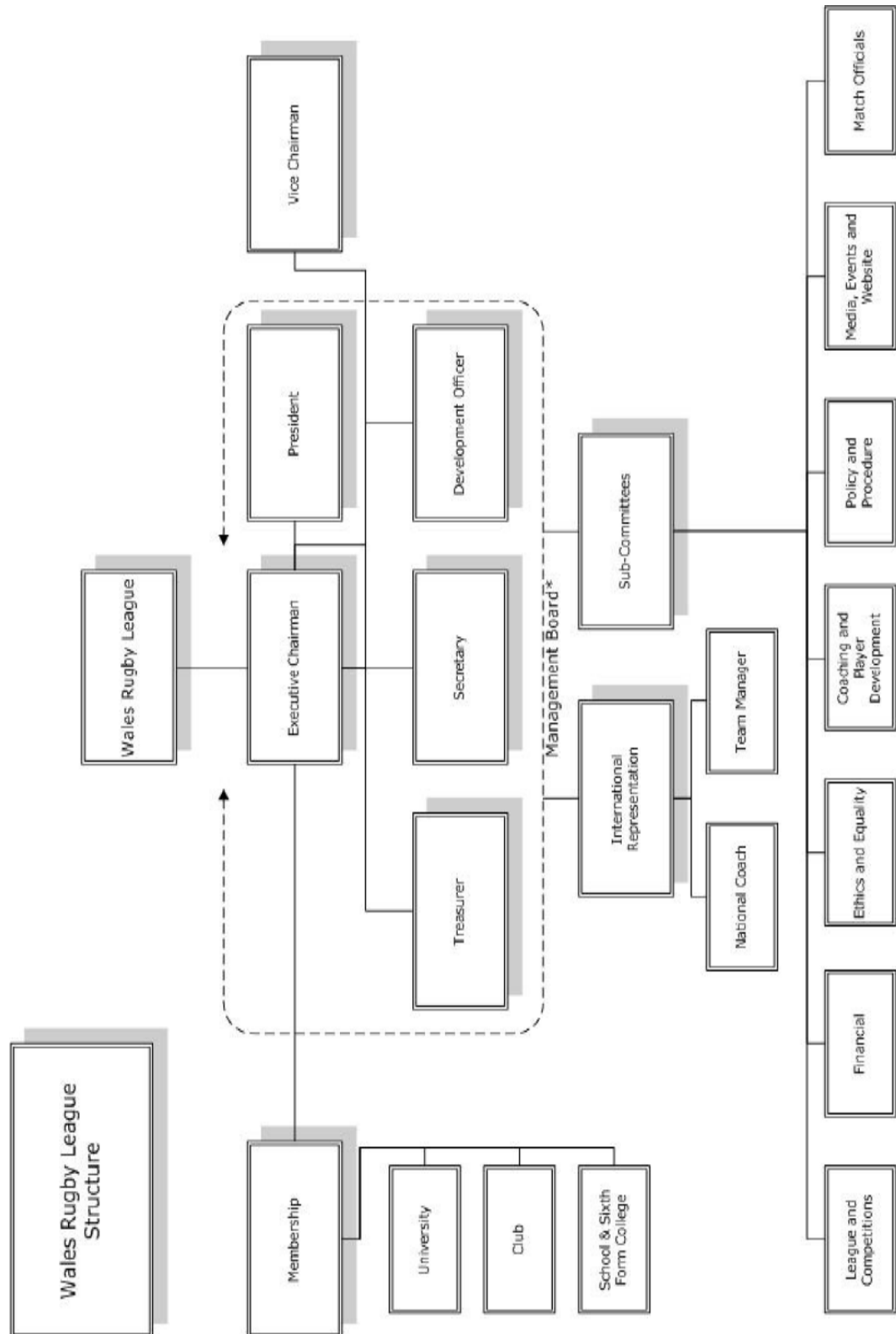
- 28.1** Wales Rugby League may only be dissolved at an EGM duly convened for the special purpose of considering any such proposed dissolution, and such dissolution shall be the resolution effected by a three quarter (3/4) majority of all delegates present and voting.
- 28.2** At least thirty (30) days notice to members must be given for the holding of such a special meeting, the reasons being set out in the notice calling the meeting, and no other business shall be transacted at such a meeting.
- 28.3** On the winding up or dissolution of Wales Rugby League, if there shall remain after the satisfaction of all its debts, liabilities and obligations, any property whatsoever, the same shall not be paid or distributed among members of Wales Rugby League but shall, subject to any trust affecting the same, be given and transferred to some Association or Associations having aims and objectives similar to the aims and objectives of Wales Rugby League to be determined by the Management Board before the time of dissolution.

29 Constitution

- 29.1** No additions to, or alterations of the Constitution shall be affected unless at an AGM or at an EGM convened for that purpose.
- 29.2** Any such addition or alteration shall be submitted to the Chairperson thirty five (35) days prior to the date of the AGM or EGM.
- 29.3** Any such demand for an EGM must be in accordance with Section 18 of this constitution.



Appendix A – Wales Rugby League Structure



*NB - An Honorary Management Board position will be given to Representatives of Professional Rugby League Clubs based in Wales



Appendix B – Wales Rugby League Officers Job Descriptions

Executive Chairman

- Act as Chairman at all Management Board Meetings at which he is present. In the absence of the Chairman, the Vice Chairman shall take the Chair and if both Chair and Vice Chair are absent those qualified to vote shall elect a Chairman.
- Have a casting vote in the event of any tied votes.
- If he desires to speak on any question, vacate the Chair whilst speaking and the meeting shall elect another Chair in the interim.
- Guide the other Board Members in the commission of their duties.
- Represent WRL on the RFL Council
- Represent WRL at official functions when available.



President

- Represent WRL as a member of the European Federation
- Represent WRL at official functions when available.



Treasurer

- Cause all monies received by WRL to be paid in to the bank account of WRL with all practicable despatch.
- Ensure that accounts payable to WRL are submitted to the WRL Management Board at its regular meetings for approval.
- Ensure that an up-to-date financial statement showing the position of the finances of WRL as recorded in the accounts, shall be presented to the Management Board at regular meetings when requested and giving 30 days notice.
- Not be answerable for any default on the part of any other officer or employee of WRL nor for any monies except those that he has actually received personally.
- Cause proper books of accounts to be kept of all receipts and payments on behalf of WRL and of matters in respect of which the same are received or expended.
- Cause proper books of accounts to be kept of the assets, credits and liabilities of WRL.
- Cause to be prepared and laid before the Management Board at its AGM each year, duly prepared and checked accounts made up to the end of the preceding financial year.
- Coordinate financial design and financial planning for WRL and act as Chairman of and financial sub-committee when and if such a committee is appointed by the Management Board.
- Produce a budget for the coming financial year and make a recommendation on Membership Fees when appropriate.
- Make recommendations on investments and other financial matters as required.
- Be responsible to and subject to the direction of the Management Board of WRL
- At the expiration of his term of office, surrender all money; books, records and other such property of WRL in his custody to his successor in office or to such a person as shall be designated by the Management Board.



Secretary

- Be responsible for the management of WRL administration in accordance with the Constitution of WRL.
- Keep in safe custody all books and documents belonging to WRL other than those specified as being kept by other officers, and produce same whenever required by the Management Board.
- Ensure that Minutes of all Management Board Meetings and Member's are being kept.
- Give effect to all decisions and directions of the Board.
- Prepare an Annual Report on the affairs of WRL for presentation and consideration at the AGM.
- Represent WRL, if available to do so at National, European and International meetings and carry a full mandate of WRL in relation to any matters being discussed and voted upon.
- Be answerable to the Executive Chairman between Management Board Meetings and be responsible to and subject to the direction of the Management Board.
- Carry out all duties in addition to the above, as required to effectively administer WRL