

1. President - Chief Executive

- Preside at all Club level meetings; annual, general, executive committee and special.
- Approve all expenditures.
- Select location of all meetings.
- Appoint all committees, as he/she deems necessary.
- Call meetings upon his/her discretion or direction of the Board or 50% of general membership.
- Compile a plan for the coming year, including but not limited to a general Club meeting schedule and present it to the Board for review and approval.
- Coordinate Skills Academy with supporting consultants
- Coordinate on boarding of new coaches including equipment, system use, expectations of club, responsibilities, etc.

2. Vice President -Travel

- Serve as Chief Executive in absence of President
- Develop program specific meeting schedules, and preside over said meetings.
- Perform all functions as may be delegated by the President.
- Serve as primary contact for coaches, parents or players regarding Club issues
- Assist other officers.
- RDYSL Fines-monitor on a weekly basis while in-season. Contact and remind coaches to clear fines before season ends
- Advertising for try-outs, camps, clinics – Suburban News, poster signage, website
Monitor coaches training - code of conducts, licensing, concussion training and D2L
- Assist at tryouts-confer with coaches on rosters and player placement
- Participate in coaching selections
- Develop plans/programs to encourage growth of club:
 - Youth community programs
 - Coordinate with Scholastic
 - Referees/officials training
 - Partner travel with MURSL/Tykes
- Tournament board liaison and assistance
- Communicate and provide information to parents and coaches relevant to the club
Coordinate Skills Academy with supporting consultants
- Coordinate on boarding of new coaches including equipment, system use, expectations of club, responsibilities, etc.
- Coordinate ordering of coaches apparel
- Coordinate team/individual photos

3. Club Secretary/VP of Communications

- Maintain active list of members in the form of a membership roster obtained from the Registrars.
- Distribute notices of all meetings, not less than ten days in advance, with the exception of special meetings. Special meetings will require not less than three day notice.
- Record minutes of all meetings; annual, general, executive and special. In the absence of the Secretary, another officer will be responsible for recording meeting minutes and communicating those minutes to the Secretary.
- Distribute all notices and announcements to the general membership.

4. Treasurer

- The Treasurer has an overseer role over all aspects of financial management, working closely with other members of the BOD to safeguard the organization's finances. The treasurer is authorized along with the
- President to sign all checks issued for payment of Club's liabilities.

1. General financial oversight:

- Oversee and present budgets, accounts and financial statements to the BOD
- Liaise with designated members about financial matters
- Ensure that appropriate financial systems and controls are in place
- Ensure that record-keeping and accounts meet the conditions of funders or statutory bodies
- Ensure compliance with relevant legislation

2. Financial planning, budgeting, and reporting

- Prepare and present budgets for new or ongoing work
- Advise on financial implications of strategic and operational plans
- Present revised financial forecasts based on actual spend
- Present regular reports on the organization's financial position
- Prepare accounts for audit and liaising with auditors, as required
- Advise on the organization's reserves and investment policy
- Keep monthly report of financial status for reading to general membership at the beginning of each general meeting.
- Prepare tentative expenditure budget for reading to general membership at the beginning of the fiscal year.
- Prepare annual report for reading to general membership at the end of the fiscal year
- Prepare statement of fees and assessments for the Club.

3. Banking, book-keeping and record-keeping

- Manage bank accounts
- Set up and maintain appropriate systems for book-keeping, payments, lodgment's & petty cash
- Ensure everyone handling money or making purchases keeps proper records and documentation
- Responsible for the preparation of annual tax filings

4. Other

- Maintain and pay for PO Box and regularly pick up mail
- Handle all team donation or sponsorship payments as pass-through donations and provide documentation for tax write off purposes (as requested)
- Ensure payments are provided for key club and team activities including:
 - Referee fees
 - Coaching stipends
 - Club fines
 - Reimburse BOD on purchases as needed – these should be limited in scope to supplies to keep the club running (i.e. postage, printer ink, office supplies, etc.)

5. Travel Registrar-

- "Team Manager" for the entire club
- Maintaining the Club's player and staff records on the SSC website, New York State West Youth Soccer Association (NYSWYSA) system, RosterPro.
- Insuring payment by travel members.
- Work with Treasurer and team managers on gathering payment and information; rosters, medical release forms, risk management disclosure forms or other such documents as may be required.
- Help new managers with duties and responsibilities.
- Maintain and issue player passes and credentials for all involved within the Club.
- Create and maintain active rosters in accordance with RDYSL and NYSW.
- Coordinate Travel try-out and season registration process (July- September).
- Input all Travel staff into the NYSWYSA system (RosterPro) to obtain "Risk Management" passes for all Travel staff (November-December).
- Work with coaches to develop rosters for RDYSL (by late March early April).
- Provide Club President with team counts prior to RDYSL season (January)
- Help House Registrar (if applicable) with their duties. *If no House Registrar, perform House Registrar duties.*

Useful Skills:

Good working knowledge of Excel.

Understanding of web-based databases and data input or willingness to learn.

Good organizational skills.

Decent communication skills.

"Patience"

6. Vice President -House

- Develop program specific meeting schedules, and preside over said meetings
- Serve as primary contact for coaches, parents or players regarding Club issues
- Assist other officers.
- MURSL Fines-monitor on a weekly basis while in-season. Contact and remind coaches to clear fines before season ends
- Advertising for Registration
- Create divisions- MURSL/Tykes
- Recruit division coordinators- MURSL/Tykes
- Recruit/assign coaches- MURSL/Tykes
- Organize uniform/coaches apparel- MURSL/Tykes
- Communicate and provide information to parents and coaches relevant to the club

Non Voting:

Webmaster

Equipment Coordinator

Volunteer Coordinator