

Board Members – Must attend monthly meetings

Section 1. President.

The President of the Board shall preside at all meetings of the members and of the Board of Directors. The president shall be the chief executive officer of the league and shall have general and active management of the activities of the League, and shall see that all orders and resolutions of the Board are carried into effect. The president shall execute all authorized conveyances, contracts, or other obligations in the name of the League except where required by law to be otherwise signed and executed and except where the signing and the execution thereof shall be expressly delegated by the Board of Directors to some other officer or agent of the League. The President shall represent the league at scheduled meetings of other organizations. The President will be responsible for attending MSYSA meetings and will be a coordinator for all matters related to MSYSA and SWMREC. The President shall call monthly meetings, provide league-wide communication, and chair special projects.

Will act as chairperson of a constitution committee to maintain the SWMREC By-laws.

Works closely with all board members and coordinators.

Approximate volunteer time required (in addition to monthly meetings):

Manager Board/oversee club – 1hr./day pre-season to end, 2 hr./week off season

Answer Email – 1/2hr./day pre-season to end. 2 hr./week off season

Fill-in un-filled board or coordinator roles – 1/hr./day pre-season to end

Attend yearly MSYSA meeting – 1 day/year

Section 2. Vice President.

The Vice President of the Board, in the absence of the President of the Board, shall preside at all meetings of the members and of the Board of Directors. The vice president shall have such other powers and the Board of Directors may from time-to-time prescribe duties as. Shall assist the President as needed. The Vice president shall direct, maintain and process the insurance plan and claims. The Vice President may succeed the President upon end of term.

The Vice President shall maintain all league insurance coverage and work with the Treasurer to ensure policies are current and paid.

Works closely with the President and the Treasurer.

Approximate volunteer time required (in addition to monthly meetings):

Manager Board/oversee club – 4hr./week pre-season to end, 1 hr./week off season

Answer Email – 1/2hr./day pre-season to end.

Fill-in un-filled board or coordinator roles – 1/2/hr./day pre-season to end

Section 3. Secretary.

The Secretary shall attend all meetings of the Board and all meetings of the members and record all votes and the minutes of all proceedings and have such other duties as delegated by the Board of Directors and will publish there after. The Secretary shall also provide at every meeting the minutes from the previous meeting for approval by the Board of Directors. The Secretary will gather and publish monthly board meeting agenda items ahead of meetings.

Will be the point of contact for scheduling of league pictures. Prepare date/time spreadsheet; provide league-wide and coach communication related to picture scheduling distribution; reserve covered/enclose space in case of bad weather: coordinate picture packet distribution with picture coordinator.

Shall maintain and update SWMREC social media pages.

Works closely with the President and Picture Coordinator.

Approximate volunteer time required (in addition to monthly meetings):

Meeting minutes – 2hr./month

Answer Email – 1/4hr./day pre-season to end.

Picture coordination/setup – 10hr./season

Section 4. Registrar.

The Registrar shall be responsible for maintaining a complete record of all teams and players for the purpose of player registration and team affiliation. The Registrar shall issue published procedures for the proper registration of players consistent with USYSA, MSYSA and SWMREC policies regarding player registration. The Registrar shall be responsible for publicizing registration. The Registrar shall also: setup registration parameters on league website; monitor and assist with issues during player registration; and supply Got Soccer with seasonal player information, and invoice once complete.

Works closely with the Head of Coaches, Scheduler, Merchandising Coordinator, and Uniform Coordinator.

Approximate volunteer time required (in addition to monthly meetings):

Setup season/registration –5hr./season

Setup teams/upload – 10hr./season

Got soccer upload – 2hr./season

Answer Email – 1/2hr./day pre-season to end.

Section 5. Treasurer.

The Treasurer shall render to the President and directors at the regular meetings of the Board, or whenever they may require it, an account of all transactions and the financial condition of the league. The Treasurer shall be responsible for preparation of the SWMREC budget, to be approved by the Board of Directors. The Treasurer shall submit financial reports showing income and expenses by budget categories and the current balance of all league accounts twice a year at the end of each season or as required by the Board of Directors.

The Treasurer shall have custody of the funds and securities of the League and shall keep full and accurate accounts of receipts and disbursements in books belonging to the league and shall deposit all moneys and other valuable effects in the name and to the credit of the league in such depositories as may be designated by the Board of Directors.

The Treasurer shall disburse the funds of the League as may be ordered by the Board, taking proper vouchers for such disbursements, and shall the Treasurer give the league a bond, in such sum and with such surety or sureties as shall be satisfactory to the Board, for the faithful performance of the duties of office and for the restoration to the league (in case of death, resignation, or removal from office) of all books, papers, vouchers, moneys and other property of whatever kind in his possession or under his control and belonging to the league.

The treasurer with work with the Scheduler, Head of Coaches, and Referee Assignor to make and distribute referee payment envelopes to the coaches.

The Treasurer shall also be responsible for preparing any and all federal or state tax returns. The Treasurer shall be responsible for preparing any and all papers regarding the tax-exempt status of the league. The Treasurer shall arrange for an Examination or Review or other agreed upon procedures of all League accounts at the conclusion of each fiscal year by an independent party qualified for this purpose. The examination must be completed by the second meeting of the next calendar year.

The Treasurer shall maintain up-to-date tax and non-profit filings with State and Local Governments.

Works closely with the President, Vice President, Head of Coaches, Sponsorship/Fundraising Manager, Concessions Manager, Volunteer Manager, and Referee Assignor.

Approximate volunteer time required (in addition to monthly meetings):

Manager discounts –7hr./season

Referee envelopes – 3hr./season

Answer Email – 1/2hr./day pre-season to end.

Concession – Money collection and deposit – 4 hr./season

Volunteer billings – 4 hr./season

Section 6. Head of Coaches.

The Head of Coaches (HOC) will be responsible for the recruitment and training of coaches. The HOC will pick up and distribute information from the league to the coaches. The HOC is also to be the first point of contact for any disputes

that arise within Teams. The HOC shall oversee the risk management program for the league.

The HOC will assign coaches to teams based on Registrar's input. Coordinate and attend player drafts (team equalization) for relevant divisions U10 and up. The HOC will conduct Coach Orientations before the start of each season. The HOC will compose, distribute and, verify the curriculum for the U4 through and U8 divisions. The HOC shall work with competitive soccer club to organize, assist, and supply coaches for the weekly Academy practices.

Works closely with the Registrar, Scheduler, Treasurer, Picture Coordinator, Referee Assignor, and Uniform Coordinator.

Approximate volunteer time required (in addition to monthly meetings):

Coach/team setup –5hr./season

Jamboree 2 hr./week U6-8, 4 hr./season U10 and up

Answer Email – 1 hr./day pre-season to start, ½ hr. day start to end

Orientation – 4 hr./season (for both HOC's)

Risk Management/Coaches upload – 5 hr./season

Section 7. Scheduler.

The Scheduler shall be responsible for scheduling all games within the league and against other recreation, semi recreation, and competition team. Assist coaches with game scheduling issue as needed. Create and distribute coach directory for all intra-league refereed games. The Scheduler will provide variations of full league schedule to appropriate resources (Referee Assignor, Concessions, etc). The Scheduler will interface with Referee Assignor.

The scheduler will work with all other soccer clubs that use Rocky Weed to ensure the coaches information and teams are entered into the SWMREC website so these outside organizations can reserve fields at Rocky Weed. Will maintain and distribute the "how-to" instructions related to reserving fields.

Works closely with the Head of Coaches, Registrar, Concession Manager, and Referee Assignor.

Approximate volunteer time required (in addition to monthly meetings):

Area scheduler meeting –3hr./season

Schedule games and upload – 10hr./season

Outside coach info/team – 2hr./season

Answer Email – 1/2hr./day pre-season to start

Approximate volunteer time required (in addition to monthly meetings):

Concessions – maintenance, notification, billing, – 10hr./ season

Fields – maintenance, notification, billing, – 2 hr./ season

Fundraising – maintenance, notification, billing, – 2hr./ season

Other – maintenance, notification, billing, – 1 hr./ season

Answer Email – 1/2 hr./day start to end of season

Benefits.

Board members receive a 100% discount towards all of their children's registrations, plus free standard picture packs, and a free spirit wear item (shirt, hat, hoodie, etc.). Also, each board member receives a \$100 gift card to Dunham's Sporting Goods.

* If available volunteers can be used to help with this task(s)

Coordinators – Not required to attend monthly meeting and have no voting powers.

Section 8. Sponsorship/Fundraising Manager.

The Sponsorship/Fundraising Manager (SFM) shall be responsible for seeking league and/or team sponsors and relating information to appropriate parties: Treasurer and Uniform Coordinator. The SFM shall be responsible for developing and organizing fundraising events and programs. Will work with Volunteer Manager when volunteers are needed for said events and programs.

The SFM will ensure online sponsor sign up and online sponsors page is up to date. Order and ensure placement of fence signs as requested by sponsors. Provide uniform coordinator detailed information on which team should have which sponsors.

Works closely with the Treasurer, Volunteer Manager, and Uniform Coordinator.

Approximate volunteer time required (in addition to monthly meetings):

Schedule games and upload – 1hr./off season to start

Answer Email – 1/2hr./day off season to start

Fundraising* – as much time possible

Section 9. Concessions Manager.

The Concession Managers are responsible for purchasing and maintaining concession stand inventory. In concert with the Scheduler will determine “Open dates” for each season. Concession Manager is responsible for finding shift managers and volunteer shift workers and maintaining a schedule. Concession Manager is responsible for monies received from product sales, and working with the Treasurer in making deposit, and turning in all proceeds within five (5) days after the season officially ends. Will work with shift manager in opening and closing the concession stand. Will work with Volunteer Manager in verifying volunteers meet their volunteer requirements.

Concessions Manager will purchase goods for sale, maintain pricing and signage, conduct year-end clearance sale, and make sure the concession stand is cleaned before and after each season.

Works closely with the Scheduler, Treasurer, and Volunteer Manager.

Approximate volunteer time required (in addition to monthly meetings):

Purchasing food – 2hr./week during season

Volunteer schedule – 4hr/season

Pricing/Signage – 2 hr./season

Shift managers – 1/2 hr./day each day stand is open

Answer Email – 1/2 hr./day pre-season to start

Section 10. Volunteer Manager

Volunteer Coordinator shall audit website for potential volunteers and relay information to the appropriate board member (i.e. supply a list of prospective board members to President, concession shift worker to the Concessions Manager, field workers to the FMC, etc.). After the aforementioned board member sets the initial volunteer list or asks the volunteers to sign up; the Volunteer Manager is responsible for tracking seasonal volunteers—making sure shifts are full, verifying completion of volunteering, and supplying a list of negligent volunteers to the Treasurer for billing.

Works closely with the Treasurer, Concessions Manager, Field Maintenance, Fundraising Coordinator, Merchandising Coordinator, and any other coordinator needing assistance.

Section 10. Field Maintenance Coordinator.

Field Maintenance Coordinator (FMC) shall be responsible for maintaining the Rocky Weed Soccer Complex fields, which includes the set up and tear down of said fields each season, organizing field days, securing field painter volunteers, and with board approval shall order any necessary equipment. FMC with ensure paint inventory is adequate and with board approval shall order more when stock runs low. Will contact the Head of Coaches when not picking up the corner flag at the end of the last game get abusive. Will visually inspect the Rocky Weed turf and report to Lincoln Township when grass height, and/or gophers, and/or holes become a nuisance. Will work with Volunteer Manager in verifying volunteers meet their volunteer requirement.

Works closely with the Volunteer Manager.

Approximate volunteer time required:

Volunteer schedule – 4 hr./season

Field Days with volunteers – 15 hr./ season

Maintain Inventory/shed – 2 hr./season

Answer Email – 2 hr./week pre-season to start

Section 11. Uniforms and Medals Coordinator.

Shall be responsible for ordering, inventorying, and distributing uniforms with information provided by the HOC and registrar. Work with Sponsorship Manager to insure sponsors are on uniforms. Shall be responsible for ordering and distributing end of season medals.

Works closely with the Head of Coaches, Registrar, Treasurer, and Volunteer Manager.

Approximate volunteer time required:

Prepare/order uniforms – 4 hr./season

Distribute uniforms* – 2 hr./season

Prepare/order medals – 1 hr./season

Distribute medals* – 1 hr./season

Section 12. Merchandising and Pictures Coordinator.

Will maintain, promote, and sell logo ware and SWMREC merchandise with assistance of the Volunteer manager when needed. Shall maintain website's online store page and concert with the registrar conduct a pre-season sale. Shall be responsible for coordinating with Secretary the details of picture day and conduct a merchandise sale on that day. Shall distribute picture packets with assistance of volunteers if needed.

Works closely with the Registrar, Secretary, and Volunteer Manager.

Approximate volunteer time required:

Pre-season and picture day sale* – 10 hr./season

Inventory and website – 2 hr./season

Distribute pictures* – 2 hr./season

Section 13. Equipment/Advertising Coordinator.

Shall maintain, distribute, and collect equipment bags; and with board approval shall order any necessary equipment. Is also responsible for advertising for SWMREC, which includes, but is not limited to: seasonal flyers, banners, newspaper, and radio ads. Will work with the Volunteer Manager to get fliers delivered in advance of seasonal registration.

Works closely with the Treasurer and Volunteer Manager.

Approximate volunteer time required:

Equipment bag maintenance – 2 hr./season

Inventory and shed – 1 hr./season

Distribute/return bags – 4 hr./season

Flyers*, banners, and newspaper ads – 4 hr./season

Section 14. Referee Assignor.

Referee Assignor shall schedule and maintain a referee base for SWMREC with assistance from the Scheduler. Will enter referee's into the SWMREC website so reminder emails will be sent out. Will assist in payment envelope distribution if referee schedule is incomplete before start of season.

Works closely with the Scheduler, Treasurer, Head of Coaches.

Approximate volunteer time required:

Referee availability and schedule – 2 hr./season

Maintain schedule – 1 hr./week start to end of season

Enter referees into website – 1 hr./season

Watch/Critique initial games - 4 hr./season

Benefits

Similar to board member positions, except you are not required to attend meetings and you have no voting privileges. Board members receive a 100% discount towards all of their children's registrations, plus free standard picture packs, and a free spirit wear item (shirt, hat, hoodie, etc.). These positions also require less work and generally only take place

at the end and/or beginning of season.

* If available volunteers can be used to help with this task(s)