



Eastgate Soccer Association
Board of Directors Job Descriptions
Revision 1.0 10-09-12

A) *P r e s i d e n t :*

- i) Shall preside at all Executive, General and Special Meetings of the Association when present.
- ii) Shall direct the activities of the Association.
- iii) Shall act as a liaison between Association and outside groups that interact with Association.
- iv) Shall be the deciding vote, in the event of a tie, on board decisions.
- v) Shall communicate with photographers to schedule dates and times for Pictures.
- vi) Shall attend Cincinnati Hills board meeting with the District Representative.

B) *V i c e P r e s i d e n t :*

- i) Shall assist the President in directing the activities of the Association.
- ii) Shall chair the Disciplinary, Protest and Appeals if they shall arise.
- iii) Shall chair all meetings when the president is absent.
- iv) Shall monitor and assist Field Coordinator, Coach Coordinator, Referee Coordinator and Registrar.
- v) Coordinate the Volunteer Screening through SAY.
- vi) Shall solicit sponsors for teams with the assistance of the Board of Directors.
- vii) Shall ensure sponsor plaques are delivered to sponsors at the end of the season.

C) *S e c r e t a r y :*

- i) Shall keep minutes of all executive and general meetings and will e-mail minutes to the committee in a timely manner.
- ii) Shall give notice and supporting documents where required, for all Board meetings.
- iii) Shall be responsible for maintaining all Association records.
- iv) Shall assist, where required, with Association's correspondence.
- v) Shall work with the board of directors to set the calendar for the year by the end of November.
- vi) Shall oversee the compiling and distribution of the appropriate lists and reports.

D) Treasurer:

- i) Shall be responsible for the Association's banking and financial transactions, player, property and liability insurance, affiliation fees and records.
- ii) Shall review with the Board of Directors any purchases or variances from the budget.
- iii) Shall provide interim financial statements and reports as directed by the Board.
- iv) Shall work with the auditor in the preparation of an annual financial statement.
- v) Shall prepare a budget for the upcoming year for presentation to the Board of Directors for approval.

E) Field Coordinator:

- i) Shall contact Union Township in January for permission to use Clepper fields for the year.
- ii) Shall be responsible for checking the fields and grounds for practice and game readiness and contacting Union Township Service Department for any issues.
- iii) Shall communicate with equipment suppliers.
- iv) Shall obtain written quotations.
- v) Shall order and receive soccer equipment and Lining supplies.
- vi) Shall maintain inventory.
- vii) Shall record the distribution and collection of all equipment.
- viii) Shall assign fields and times for practices.
- ix) Shall determine whether or not to close or open fields due to weather.
- x) Shall update Eastgate Soccer's Website and Cincinnati Hills Website on Field conditions 90 Minutes prior to any game or practice.

F) Coaching Coordinator:

- i) Shall be responsible for the recruitment, training, supervision and allocation of coaches and assistant coaches.
- ii) Shall keep coaches informed of rules and procedures of the Association.
- iii) Shall implement teaching techniques that will improve training sessions on the field of play
- iv) Shall resolve any issues with respect to coaching concerns.
- v) Shall be a member of Disciplinary, Protest and Appeals Committee.
- vi) Shall communicate with all Coaches to see which coaches will be returning for the next season.

G) Registrar:

- i) Shall coordinate selection of teams and will oversee the assignment of players to equally competitive teams.
- ii) Shall supervise the registration of all players and maintain the Association's registration and medical form records.
- iii) Shall work closely with the Treasurer to ensure that all registration receipts are duly noted and accounted for.
- iv) Shall work with the Coaches Coordinator to assign coaches and distribute rosters.
- v) Shall compile team rosters.
- vi) Shall distribute volunteer information to the appropriate chairpersons.
- vii) Shall work with the Secretary to provide registration information to Cincinnati Hills.
- viii) Shall work with the Uniform Coordinator to order player uniforms after registration data has been gathered.

H) Referee Coordinator:

- i) Shall be responsible for the recruitment, training, supervision and allocation of referees.
- ii) Shall represent the Association at the regional referees association.
- iii) Shall keep referees informed of the rules of the Association.
- iv) Shall work with the Treasurer to ensure payment to referees.
- v) Shall sit on the disciplinary protest and appeals committee.
- vi) Shall work with coaches and Field Coordinator to reschedule any cancelled games.

I) U - 6 Dribblers Coordinator:

- i) Shall work with registrar to schedule all dribbler's teams.
- ii) Shall design a game schedule lasting 8 weeks for Fall and Spring Season's.
- iii) Shall work with Vice President to coordinate Sponsorships with teams.

J) Uniform Coordinator:

- i) Shall work with Registrar to coordinate the amount of uniforms needed for the season.
- ii) Shall make sure correct uniforms are ordered for each team.
- iii) Shall distribute all uniforms to teams at least one week before start of season.
- iv) Shall deal with incorrect orders or mistakes in a timely fashion.
- v) Shall forward all purchase receipts to treasurer.

K) Website Coordinator:

- i) Manages and maintains the Eastgatesoccer.org Website.
- ii) Shall maintain a web site for the purpose of posting current league and Association information, contacts, activities, schedules, anything else found beneficial for program administrators, players, parents, or the communities.
- iii) Shall provide a means to gather information about those people who come in contact with the children of the Association.
- iv) Shall follow guidelines provided by SAY under the National Volunteer Screening Program.
- v) Shall provide required reports to SAY.
- vi) Shall Maintain and moderate social presence (Facebook, Twitter, etc.).
- vii) Shall maintain registration and team-building software.
- viii) Shall maintain email marketing software.
- ix) Shall maintain domain registration and DNS records for website.
- x) Shall work with web hosting provider and other software vendors when technical issues arise.

L) District Representative

- i) Shall attend all Cincinnati Hills board meetings
- ii) Shall act as a liaison between Association and outside groups that interact with Association.