



# **NORTH SOCCER CLUB**

## **DUTIES OF OFFICERS/MEMBERS OF THE BOARD**

### **PRESIDENT**

- Chief Executive Officer of the Board
- Contact Person for BAYS League
- Duties as provided by By-Laws

### **VICE PRESIDENT(S)**

- Assist President with operations of the Club
- Oversee Tryout results and Player Placement
- Oversee Team Placement in BAYS League
- Duties as provided by By-Laws

### **TREASURER**

- Maintain Bank Accounts
- Prepare Monthly Reports
- Maintain Financial Records
- Prepare Annual Budget
- Disburse Funds as required
- Prepare US Form 990 and Mass Form PC
- File Annual Report with Secretary of State
- Duties as provided by By-Laws

### **SECRETARY**

- Keep minutes of all Monthly Meetings and Board of Directors Meetings
- Maintain Waiting List of Players
- Serve as Registrar for the Club
- Duties as provided by By-Laws

### **EQUIPMENT DIRECTOR**

- Maintain Uniforms and Equipment of the Club
- Provide Equipment as required for authorized teams
- Maintain adequate records of Club owned Equipment
- Duties as provided by By-Laws

### **BOYS DIRECTOR**

- Oversee activities of all Boys' teams
- Distribute information to Coaches
- Assist at Coaches' meetings
- Assist at player tryouts

- Duties as provided by By-Laws

## **GIRLS DIRECTOR**

- Oversee activities of all Girls' teams
- Distribute information to Coaches
- Assist at Coaches' meetings
- Assist at player tryouts
- Duties as provided by By-Laws

## **PLAYER & COACH DEVELOPMENT DIRECTOR**

- Organize Coaches/Players clinics, Licensing Courses, Player Training Sessions, etc. with approval of Board of Directors
- Oversee Tournament activities for teams
- Preside/assist at Coaches' meetings
- Preside/assist at player tryouts
- Duties as provided by By-Laws

## **FIELD DIRECTOR**

- Arrange for Field maintenance as required
- Arrange for goals, corner flags, and other equipment
- Request use of fields for games and practices from School Dept. and/or Park Dept.
- Arrange for field lining as required
- Arrange for field grass cutting as required
- Prepare practice schedule for all indoor/outdoor teams
- Coordinate non-BAYS scheduled field activities
- Duties as provided by By-Laws

## **DIRECTOR OF PUBLIC RELATIONS**

- Oversee/Update Club Website
- Coordinate publicity with local media and club advertising
- Distribute notices & communicate information as required
- Assist with Club events and fundraising activities
- Duties as provided by By-Laws

## **REFEREE/EVENTS COORDINATOR**

- Schedule referees for all outdoor games
- Schedule referees for postponed and/or pre-played games and coordinate field availability with Field Director
- Duties as provided by By-Laws

## **BAYS DIRECTOR**

- Attend monthly BAYS Meetings
- Communicate news, changes, etc. in BAYS to the Board of Directors
- Duties as provided by By-Laws