

MASSAC SOCCER BOOSTERS ASSOCIATION BOARD OFFICE POSITIONS

January 2019

PRESIDENT: _____

Volunteer position. Calls, chairs, set agenda for all Board Meetings. Has authorization to represent the Association in any and all manners.

VICE-PRESIDENT: _____

Volunteer position. Assumes the President's role in his absence. Assists the President in a supportive role in his responsibilities. Has authorization to represent the Association in any and all manners.

TREASURER: _____

Volunteer position. Oversees the function of the Association's contracted accountant. Oversees the overall financial records and account information of the Association. Performs the monthly financial report for the board meetings which is prepared by the Association's contracted accountant.

DOCUMENTS COORDINATOR: _____

Volunteer Position. Records and files all meeting minutes. In accordance to the President's meeting agenda, reads the last meeting minutes at the beginning of each board meeting. Records and files all other pertinent documents for the Association.

RISK MANAGEMENT COORDINATOR: _____

Volunteer Position. Performs duties associated with Risk Management for the organization. These duties include ensuring compliance with guidelines and requirements set for the organization associated with issue of risk management. Is the lead liaison and contact for any state association membership (such as Illinois Youth Soccer Association).

MARKETING DIRECTOR: _____

Volunteer Position. Promotes and markets the Association's activities, league, and tournaments, etc. so to sustain and grow soccer in the community. This can include various marketing methods including the website and electronic communications. The primary interface with the local media (newspaper, radio, TV, etc.) on promoting the Association and affiliated Youth Soccer stories, scores, etc.

REFEREE DIRECTOR: _____

Volunteer Position. With exception of being the schedule referee assignor duties, manages all administrative duties associated with the pool of referees for MYSL and other Association-associated games and tournaments. In addition, the referee director is to establish and actively promote and encourage the current referees along with bringing in new ones to get trained to become referees.

COACHING DIRECTOR: _____

Volunteer Position. Communicates with, supports, and assists in the further development of local coaches. Recruits new candidates for coaching and encourages existing MYSL coaches. Provides resources to assist coaches improvement and development.

JR HIGH-AGE BOOSTER DIRECTOR: _____

Volunteer Position. Primary representative for both the boys' and girls' high Junior High-age programs for booster-related functions and activities. Coordinates the activities and organization of the booster functions for the programs.

JR HIGH-AGE BOOSTER ASSISTANT DIRECTOR: _____

Volunteer Position. Supports and assists the Jr High-age Booster Director booster activities for both the boys' and girls' Jr High-age programs.

MYSL RECREATIONAL PROGRAM DIRECTOR: _____

Volunteer Position. Primary representative for the youth recreational program. Coordinates the activities and organization of the youth recreational program. Works within and in conjunction with the overall Massac Booster Association.

MYSL REC PROGRAM ASSISTANT DIRECTOR: _____

Volunteer Position. Supports and assists the MYSL Rec Program Director.

YOUTH COMPETITIVE PROGRAM DIRECTOR: _____

Volunteer Position. Primary representative for the youth competitive program within the association. This could include a future Association-based competitive program or an association with another competitive-based club program.

MEMBERS AT-LARGE: _____

Volunteer Positions. These members are recognized and fulfill requirements as official board members however they do not serve within one of the board recognized offices. In order to obtain board voting rights, they also can not be providing any recognized contracted services (with exception of game refereeing) for the board or league. Multiple people may serve as “members at-large” and there is no restriction to the number of the types of members, however the board must officially recognize these particularly members for the purposes of granting binding vote rights within the board.

NON-VOTING ASSOCIATION POSITIONS

The following our positions within the Association but are considered non-voting members to the board. Official non-voting board members are generally those that are contracted or paid for certain services in operation of the league or board. They are invited to be actively engaged with the board, any discussions and meetings, and be contributors to the decision-making process. However they are not granted an official vote in decisions among the board

DIRECTOR OF OPERATIONS: _____

Contracted paid position. Performs multiple organizational tasks from uniform ordering, scheduling, and organizing board members + volunteers for specific tasks such as MYSL Workday and MYSL Registration Day for example. Primary role is to be the communications director for the Association in contacting membership, coaches, and parents as appropriate on Association meeting dates, MYSL scheduling updates, rain-outs, volunteer activities, etc.

ACCOUNTANT: _____

Contracted paid position. Performs all day-to-day book keeping financial transactions per the board guidelines. Produces a monthly financial report of all ledger transactions for the Association. Produces additional reports on a periodic basis such as a season-end concession performance report. Perform any additional financial matters such as tax preparation and submittal. Also conducts background check application services for the Association.

MYSL REGISTRAR: _____

Contracted paid position. Performs registrar duties in connection with MYSL registrations, team formations, and team rostering. Performs and prepares registration documents as needed for Association-based tournament team entries. Maintains the most up-to-date parent/player contact informational database for the league.

REFEREE ASSIGNOR: _____

Contracted paid position. Performs Association-based games referee assigning duties. This includes communicating on a timely basis the referee schedule for upcoming games. It also includes configuring and recording end-of-season pay for each referee.

CONCESSION GENERAL MANAGER: _____

Contracted paid position. Performs all managerial duties associated with the Association-based concession duties. Ensures concession stand is operated not only with a profit-margin for the Association but is

operated and maintained well to the overall general public. Manages and recruits counter staff that could be either paid or volunteer-based.

CONCESSION ASSISTANT MANAGERS: _____

Contracted paid position. Reports to Concession General Manager. Counter staff that supports the day-to-day operations for the Concession General Manager.

BOYS JR HIGH-AGE HEAD COACH: _____

Contracted Paid Position. Performs all head coach duties for the Association-based Jr High-age program. Recruits and seeks to further develop players at this age for advancement into the HS program or competitive club levels. Primary representative and liaison for the Association between the corresponding organizing body that the team plays within in (such as SIMSS League or KY Region One) and the Association.

BOYS JR HIGH-AGE ASSISTANT HEAD COACH: _____

Volunteer or Contracted Paid Position. Performs assistant head coach duties for the Association-based Jr High-age program. This is to be only a fully supportive role to the head coach's direction and activities for the team.

GIRLS JR HIGH-AGE HEAD COACH: _____

Contracted Paid Position. Performs all head coach duties for the Association-based Jr High-age program. Recruits and seeks to further develop players at this age for advancement into the HS program or competitive club levels. Primary representative and liaison for the Association between the corresponding organizing body that the team plays within in (such as SIMSS League or KY Region One) and the Association.

GIRLS JR HIGH-AGE ASSISTANT HEAD COACH: _____

Volunteer or Contracted Paid Position. Performs assistant head coach duties for the Association-based Jr High-age program. This is to be only a fully supportive role to the head coach's direction and activities for the team.

BOYS HIGH SCHOOL BOOSTER DIRECTOR: [PER HS AD REQUEST – FORMAL RELATIONSHIP IS SEVERED. POSITION WILL REMAIN ON THE BOOKS IN THE EVENT RELATIONSHIP IS RENEWED BY AGREEMENT WITH HS AND ASSOCIATION]

Volunteer Position. Primary representative for the boys' high school program for booster-related functions and activities. Coordinates the activities and organization of the booster functions for the High School Boys team.

GIRLS HIGH SCHOOL BOOSTER DIRECTOR: [PER HS AD REQUEST – FORMAL RELATIONSHIP IS SEVERED. POSITION WILL REMAIN ON THE BOOKS IN THE EVENT RELATIONSHIP IS RENEWED BY AGREEMENT WITH HS AND ASSOCIATION]

Volunteer Position. Primary representative for the girls' high school program for booster-related functions and activities. Coordinates the activities and organization of the booster functions for the High School Girls team.