

# ERIN MILLS SOCCER CLUB

## BOARD OF DIRECTORS - Job Descriptions 2020 -2021



### **PRESIDENT**

Responsible for general management of the Club's business affairs & operations.  
Presides at all meetings of the Board of Directors ("BOD").  
Chairperson of Executive Committee  
Chairperson of Annual General Meeting and Special General Meetings  
Chairperson of the Club's Strategic Planning Committee  
Ex-Officio Member of all Standing or Ad Hoc Committees established by the BOD  
Represents the Club with the City, local community & soccer related organizations  
Signs all cheques and legal/ financial documents with another Officer

### **VICE-PRESIDENT**

Has primary responsibility for management & operation of Recreational Development Program  
Member of Executive Committee  
Co-chairperson of Finance/ Operations Committee  
Member of Technical Committee  
Records and tables Minutes of Operations Committee to BOD  
In the absence of the President, the Vice President shall exercise such duties and powers to conduct the management and business of the Club.  
Represents the Club with local community and soccer organizations as requested  
Chairs committees as requested  
Signs all cheques and legal/ financial documents with another Officer

### **COMPETITIVE DIRECTOR - YOUTH & SENIORS**

Responsible for management & operation of Competitive Development Program  
The longest serving Competitive Director is a Member of Executive Committee  
Co-Chairs of Technical Committee  
Records and tables Minutes of Technical Committee to BOD  
Serves as Club Representative for the District, Regional & Provincial Leagues and any other Leagues approved by BOD  
Attends GHSL, MISZL, OYSL, PHSSL, PHDL, OSL, OWSL, PHSA, and OSA General Meetings as requested  
Liaison between Competitive Development Coaches and BOD  
Organizes & chairs monthly meeting of Competitive Development Coaches and Managers meetings (in season)

Member of Coach Selection Committee for Competitive/ Select Teams  
Member of Uniform Committee  
Hosts annual Ontario Cup in Erin Mills as requested  
Hosts & organizes any Competitive Tournament & provides review of financial results to BOD  
Assist Competitive Development Coaches with player books, registrations, travel permits, transfers, playing-up approvals, etc.  
Attend/ Defend Competitive Development Coaches/ players at discipline hearings of PHSSL, PHDL, MIZSL, OYSL, OSAL, OWSL, PHSA, and OSA  
Represents the Club with local community and soccer organizations as requested  
Chairs committees as requested

### **DIRECTOR OF RECREATIONAL DEVELOPMENT - FESTIVAL,**

Responsible for implementing Recreational Development Program for Festival age groups  
Member of Finance/ Operations Committee  
Members of Technical Committee  
Responsible for appointing convenors, overseeing coach and team selection, tiering of players, equalization of teams, ensures recording of games results, maintenance of player ratings, dealing with complaints and discipline matters for RDP Program  
Hosts and organizes competitive and financially sound recreational tournaments  
Facilitates the selection of All-Star teams from RDP Program  
Member of Coach Selection Committee for Recreational & All-Star Teams  
Develops team selection guidelines and tournament registration information.  
Ensures teams are actively developing and maintaining tournament commitments  
Registers tournaments with district/ provincial associations.  
Provides All-Star financial review to the BOD.  
Provides information, direction and guidance for their respective age group  
Maintains communication with parents, and others throughout the season  
Provides reports to the Board as required

### **DIRECTOR, SPONSORSHIP**

Facilitates the development and implementation of the Club's Sponsorship Plans  
Organizes and manages sponsorship proposals to targeted Sponsors at all levels of sponsorship  
Identifies sponsorship properties and proposed sponsors  
Provides leadership and guidance to the Board in connection with sponsorship opportunities  
Coordinates sponsorship programs with Marketing Director and the Business Manager