



THE HOME OF ALL COACHES

2025 - Board of Directors Election Criteria & Job Descriptions

The lists below are the **required and preferred** criteria for a person eligible to be an elected Officer Director of the Association, followed by a brief job description. Please review this list and select the position(s) for which you would like to be considered.

President

○ Criteria

■ Required

- Current member of the Association in good standing;
- Successful completion of the online self-nomination form during the nomination period (email nominations will not be accepted);
- Served on the Board of Directors for at least 2 years in an appointed or elected position.
- At least five (5) years of membership in the Association;
- Affiliated with a soccer program(s) and/or have a background in the game.
- Has not been previously removed or resigned from the Board

■ Preferred

- Strong written and verbal communication skills
- Experience leading and managing organizations
- Experience with establishing and maintaining budgets

○ Job Description

- Elected by the Association's membership, the President serves as the chair of the Board of Directors, which is responsible for keeping the association relevant, viable, and sustainable.
- The President is responsible for the oversight of the budget.
- The President shall lead a committee of the Board responsible for recommending the appointment, reappointment, and contract terms of the Executive Director. The President will present the committee's recommendations to the Board of Directors for approval at least ninety (90) days before any contract renewal notification deadline. The President shall oversee all Standing Committees.
- The President appoints an Elections Standing Committee,
- The President and the Vice President serving as Chair of each Standing Committee will jointly appoint the members of each Standing Committee, not to exceed six appointed members per Standing Committee. The Standing Committee member appointments shall be subject to ratification by a majority of the Board of Directors.

Secretary

○ Criteria

■ Required

- Current member of the Association in good standing;
- Successful completion of the online self-nomination form during the nomination period (email nominations will not be accepted);
- Affiliated with a soccer program(s) and/or have a background in the game;
- Served on a Standing Committee for at least two (2) years.
- Has not been previously removed or resigned from the Board

■ Preferred

- Strong administration and project management skills, experience keeping records (e.g. club or State Association registrar, secretary of a board of directors of another organization, etc.)
- Legal expertise in contracts, non-profit, and/or membership organizations,
- At least five (5) years of membership in the Association.

○ Job Description

- Elected by the Association's membership, the Secretary supports the Association to remain relevant, viable, and sustainable;
- The Secretary is responsible for scheduling notifications, preparing the meeting agenda, and taking and distributing minutes for all Board of Directors meetings.
- The Secretary serves as the Chair of the Elections Standing Committee and Chair of the Ethics Standing Committee.
- Ethics Standing Committee. There shall be an Ethics Standing Committee responsible for ensuring ethical conduct and practices within the Association, including the promotion of ethical practices and behavior among coaches and players at all levels of competition. The Ethics Standing Committee shall establish a Code of Ethics (Addendum B of these Bylaws) for coaches. The Ethics Standing Committee may make recommendations to the Board of Directors regarding violations of the Code of Ethics and recommendations for any punitive or corrective actions in connection therewith. The Secretary shall serve as Chair of the Ethics Standing Committee. The Executive Director shall appoint a professional staff member to be the liaison to the Ethics Standing Committee.
 - **Elections Standing Committee.** There shall be an Elections Standing Committee, the responsibilities of which include encouraging and identifying candidates to run to become elected to the Board of Directors; recruiting and recommending potential candidates for Independent Director positions; establishing, implementing, and enforcing campaign guidelines; selecting and reviewing the performance of the Association's third-party digital elections vendor; ensuring distribution to the Members of all notices and ballots required in connection with elections; encouraging diversity in the Association's leadership; and developing and presenting in conjunction with the Officers of the Board of Directors and the Executive Director a leadership orientation program, which may be implemented online and via virtual meetings, for new members of the Board of Directors, both elected and appointed. The Secretary shall serve as Chair of the Elections Standing Committee. The Executive Director shall appoint a professional staff member to be the liaison to the Elections Standing Committee.

The Secretary may be assigned as a liaison and/or member to other committees and/or councils and other duties as determined by the President.

Treasurer

- **Criteria**

- **Required**

- Current member of the Association in good standing;
 - Successful completion of the online self-nomination form during the nomination period (email nominations will not be accepted);
 - Proven experience with financial matters (e.g., club or State Association treasurer, treasurer of a board of directors of another organization, CFO, CPA, etc.).
 - Has not been previously removed or resigned from the Board

- **Preferred**

- Served on the Finance and Audit Standing Committee for at least two (2) years;
 - Affiliated with a soccer program(s) and/or have a background in the game;
 - At least five (5) years of membership in the Association;

- **Job Description**

- Elected by the Association's membership, the Treasurer works with the Board of Directors, Executive Director, and their staff to keep the Association relevant, viable, and sustainable.
 - The Treasurer will prepare the association's financial statements, analyses, and annual budget. The Treasurer may also perform other duties related to the Association's financial affairs as prescribed by the President or the Board of Directors.
 - The Treasurer serves as the Finance and Audit Standing Committee Chair.
 - **Finance and Audit Standing Committee.** A Finance and Audit Standing Committee shall support all fiscal matters of the Association under the fiduciary responsibilities of the Board of Directors, including financial policies and procedures and review of the annual budget and audit.

The Treasurer may be assigned as a liaison and/or member to other committees and/or councils and other duties as determined by the President.

Vice President of Awards & Recognition

- **Criteria**

- **Required**

- Current member of the Association in good standing
 - Successful completion of the online self-nomination form during the nomination period (email nominations will not be accepted);
 - Served as an award's national chair or award's sub-committee for at least 2 years
 - Has not been previously removed or resigned from the Board

- **Preferred**

- Served on the Awards and Recognition Standing Committee for at least two (2) years;
 - At least five (5) years of membership in the Association

- **Job Description**

- Elected by the membership, participates in Board Meetings and supports the national office staff on all matters of their Standing Committees and other areas vital to the relevance, viability, and sustainability of the association;
 - Serves as Chair of the Awards and Recognition Standing Committee, appoints the members of each respective Standing Committee, not to exceed six appointed members per Standing Committee, subject to Board approval.
 - **Awards and Recognition Standing Committee.** There shall be an Awards and Recognition Standing Committee responsible for selecting recipients for all awards and recognition granted by the Association other than those specifically assigned as a separate committee's responsibility.
 - **The Awards and Recognition Standing Committee** shall establish policies and procedures for all awards and recognition, subject to the approval of the Board of Directors. The professional staff shall keep data files on all nominees and maintain a cumulative record of all award and recognition recipients.

Serve as a member of a Standing Committees and other additional duties as assigned as a liaison and/or member to one or more other committees or councils and other duties as determined by the President.

Vice President of Education

○ Criteria

■ Required

- Current member of the Association in good standing;
- Successful completion of the online self-nomination form during the nomination period (email nominations will not be accepted);
- Served or is serving for at least two (3) years as a coach educator or director of coaching for a soccer organization
- Has not been previously removed or resigned from the Board

■ Preferred

- Served on the Education Standing Committee for at least two (2) years;
- Completed at least three (3) Association education courses;
- At least five (5) years of membership in the Association.

○ Job Description

- Elected by the membership, participates in Board Meetings and supports the national office staff on all matters of their Standing Committees and other areas vital to the relevance, viability, and sustainability of the association;
 - Serves as Chair of the Education Standing Committee, appoints the members of each Standing Committee, not to exceed six appointed members per Standing Committee, subject to Board approval.
 - **Education Standing Committee.** The Education Standing Committee shall be responsible for monitoring the educational programming offered by the Association, emphasizing meeting the needs of the different coaching levels represented by the Association membership regarding the topics provided and delivery systems used, staying on budget, and meeting participation projections.

Serve as a member of a Standing Committees and other additional duties as assigned as a liaison and/or member to one or more other committees or councils and other duties as determined by the President.

Vice President of Events & Operations

○ Criteria

■ Required

- Current member of the Association in good standing;
- Successful completion of the online self-nomination form during the nomination period (email nominations will not be accepted);
- Proven experience with budgeting, operations, and events management;
- Affiliated with a soccer program(s) and/or have a background in the game.
- Has not been previously removed or resigned from the Board

■ Preferred

- Served on an Association convention committee or sub-committee for at least two (2) years;
- Served on the Operations and Events Standing Committee for at least two (2) years;
- At least five (5) years of membership in the Association.

○ Job Description

- Elected by the membership, participates in Board Meetings and supports the national office staff on all matters of their Standing Committees and other areas vital to the association's relevance, viability, and sustainability.
- As Chair of the Operations and Events Standing Committee, will appoint the members of each respective Standing Committee, up to a maximum of six appointed members per Standing Committee, subject to Board approval.
 - **Operations and Events Standing Committee.** The Operations and Events Standing Committee shall be responsible for monitoring the management of the Association's operations and events, with an emphasis on staying on budget, ensuring a positive and effective work environment, whether in the Association's office or remote, creating events that serve the Association's membership through in-person or remote activities, and working collaboratively with other nonprofit organizations and for-profit businesses (e.g., sponsors) that may offer opportunities to serve the Association's membership.

Serve as a member of a Standing Committees and other additional duties as assigned as a liaison and/or member to one or more other committees or councils and other duties as determined by the President.

Vice President of Membership & Communities

○ Criteria

■ Required

- Current member of the Association in good standing;
- Successful completion of the online self-nomination form during the nomination period (email nominations will not be accepted);
- Leadership role in an Association coaching community for at least two (2) years;
- Affiliated with a soccer program(s) and/or have a background in the game;
- Has not been previously removed or resigned from the Board

■ Preferred

- Served on the Membership and/or Coaches' Communities Standing Committee for at least two (2) years;
- At least five (5) years of membership in the Association;

○ Job Description

- Participate in Board Meetings and support the national office staff on all matters of their Standing Committees and other areas vital to the association's relevance, viability, and sustainability.
- Serve as Chair of the Coaches' Communities Standing Committee and the Membership Standing Committee, appoint the members of each respective Standing Committee, not to exceed six appointed members per Standing Committee, subject to Board approval.
 - **Coaches' Communities Standing Committee.** There shall be a Coaches' Communities Standing Committee that will advocate for issues in the game and the Association that affect the Association's members as represented by defined coaches' communities. The Coaches' Communities Standing Committee will advise both the Board of Directors and the professional staff on the needs and desires of the coaches' communities. The Coaching Communities Standing Committee shall be advisory, providing advice to the Board, professional staff, or others, but shall have no authority to set policy and shall have no responsibility for operations and management unless otherwise designated in these Bylaws or requested by the Board of Directors. The structure and operations of the Coaching Communities Standing Committee may be set forth in policies determined by the Coaching Communities Standing Committee Chair, subject to oversight by the Board of Directors. The Vice President for Membership and Coaches' Communities and the professional staff liaison to the Coaches' Communities Standing Committee shall help organize and manage the collective activities of the coaches' communities and representatives of the coaches' communities.
 - **Membership Standing Committee.** There shall be a Membership Standing Committee responsible for monitoring the status of the membership with emphasis on encouraging membership growth since the Association is a membership organization and a primary source of revenue is membership fees, promoting diversity among the membership since the coaching community includes coaches at all levels of the game and coaches from many different backgrounds, supporting the development of coaching coaches' communities so that members have the opportunity to develop relationships and networks with other coaches, and ensuring that the benefits members receive for their membership are perceived as relevant and worthwhile.

Serve as a member of a Standing Committees and other additional duties as assigned as a liaison and/or member to one or more other committees or councils and other duties as determined by the President.