

Southeast Soccer Club: Board of Directors

Role Descriptions

Our Club **MISSION** is to foster a culture of cooperation that instills the value of competition and the importance of teamwork while empowering our traveling teams to achieve their individual goals.

Our Club **VISION** is a non-profit soccer club that is a source of community, pride, place, and belonging.

Our Club **VALUES**:

- Having fun
- Being a good sport
- Welcoming of others
- Hard-working
- Family-supported

What is the role of the SES Board?

The Board has five core functions:

- Financial oversight. The SES Board sets fee schedules, monitors expenses, and ensures that SES funds are used in a prudent, appropriate manner.
- Employee oversight. The SES Board hires and manages SES contractors.
- Club Development. The SES Board is responsible for developing club initiatives and priorities in coordination with club staff.
- Policy Development. The SES Board creates policies and systems in accordance with MYSA rules and to establish a foundational level of consistency on how teams operate throughout the club.
- Creating Organizational Culture. The SES Board sets the tone for what SES is and how it operates.

What are the roles on the board (see job descriptions below)

- President
- Vice President
- Secretary
- Treasurer
- At Large
- At Large
- At Large

What is the time commitment?

The board in 2021 has moved to meeting 7-8 times a year. We meet for approximately two hours, plus the annual general meeting. This is a total of 18-20 hours a year, plus any additional duties or projects that arise.

Job descriptions for each of the officer roles:

The President of the Board of Directors shall:

1. Serve a term of one year unless re-elected.
2. Attend Board meetings as scheduled by the Executive Director.
3. Be a voting member of the Board of Directors.
4. Have the responsibilities of:
 - a. Presiding over the Annual General Meeting and regular board meetings in the absence of the Club Executive Director
 - b. Presiding over special, board member only meetings as necessary
 - c. Serving as the primary signatory of the corporation on official correspondence, contracts, and other official documents except when authority to sign is lawfully required by or officially delegated to another officer or agent.
 - d. Serve as primary owner of club bank accounts
 - e. Work with the Executive Director on items as needed.
 - f. Serving on or presiding over various work committees as needed and/or requested.
 - g. Sign off on payments to Club staff (Executive Director, Director of Coaching and Club Coordinator.

The Vice-President of the Board of Directors shall:

1. Serve a term of one year unless re-elected.
2. Attend Board meetings as scheduled by the Executive Director or Board President.
3. Be a voting member of the Board of Directors.
4. Have the responsibilities of:
 - a. Assumption of the Board President's duties should the President be absent or unavailable.
 - b. Recruitment of new Board members
 - c. Development of existing Board members.
 - d. Serving on work committees as needed or requested.

The Secretary of the Board of Directors shall:

1. Serve a term of one year unless re-elected.
2. Be a voting member of the Board of Directors.
3. Attend Board meetings as scheduled by the Executive Director or Board President.
4. Have the responsibilities of:
 - a. Ensure the accuracy and completeness of the Club's official records and meeting minutes.

- b. Keep the schedule of board meetings and facilitate communication with board and club staff.
- c. Conduct the Board member elections at the Annual General Meeting.
- d. Record and distribute meeting minutes.
- e. Serving on work committees as requested or needed.

The Treasurer of the Board of Directors shall:

1. Serve a term of one year unless re-elected.
2. Be a voting member of the Board of Directors.
3. Attend Board meetings as scheduled by the Executive Director or Board President.
4. Have the responsibilities of:
 - a. Ensure the accuracy and completeness of the Club's financial records.
 - b. Reporting the financials at Board meetings and the Annual General Meeting.
 - c. Serving as an official signatory on checks and other financial documents.
 - d. Serving on work committees as requested or needed.

The At-Large Position on the Board of Directors shall:

1. Serve a term of one year unless re-elected.
2. Be a voting member of the Board of Directors.
3. Attend Board meetings as scheduled by the Executive Director or Board President.
4. Participate in sub-committees as necessary