

Summary of Roles and Responsibilities

The Board of Directors (BoD) would initially consist of the following:

- President
- Secretary, Vice President
- Director of Finance
- Director of Player and Coach Development
- Director of Public Relations and Promotions
- Director of Volunteers

President

1. Prepare the proposed agenda and preside at all BoD meetings.
2. Votes only in the case of a tie.
3. Act as spokesperson for the Club.
4. Oversees all administrative committees and manages decision timelines.
5. Leads the club formation – including the establishment of chartable status, agreements third party vendors (SoccerPlus, Pine Point School etc).
6. Presides over the development of the club's vision, mission, values and the strategic plan.

Secretary, Vice President

1. Acts in the absence of the President.
2. Coordinates the activities of administrative personnel, consulting staff and office procedures.
3. Ensure the maintenance of a current version of the Bylaws and all official documents.
4. Coordinate new director orientation - generate folders for new board members with President, including contact information, event calendar, policy forms, board member job description, and whatever else that would be considered valuable to a board member's experience.
5. Coordinate organization elections and meetings.
6. Take and maintain a record of all minutes of the organization.

Director of Finance

1. Ensure that full and accurate accounts are maintained for the Club.
2. Report accounts to the Board of Directors at least once per quarter.
3. Prepare in conjunction with the BoD an annual operating budget for the Club.
4. Manage all financial transactions for the Club.

Director of Player and Coach Development

1. Primarily responsible for the players and coaches.
2. Responsible for integrating the SoccerPlus Curriculum.
3. Organizes and facilitates regular coaching education workshops – following the SoccerPlus Coaching Education program.
4. Provides oversight of all coaching activities and mentors volunteer coaches.
5. Provides recommendations to the BoD regarding indoor leagues, technical development programs, equipment requirements, coaching development, and referee development.
6. Interview and place qualified coaching candidates with teams – volunteer and professional staff.

Director of Public Relations and Promotions

1. Plan and direct development and communication of information designed to keep public informed of Club programs; publicity media advertising; newspaper, radio, TV, schools, local events.
2. Disseminate facts and information about Club activities or programs to general public.
3. Develop promotional projects such as registration campaigns or fund raisers.
4. Pursue partnerships, giving opportunities.
5. Promotes the club program to new families.

Director of Volunteers

1. Leads the effort to encourage volunteerism and the development of working committees.
2. Recruit volunteers and coordinate their activities in support of the Club.
3. Have prime responsibility for all of the Club's Screening.
4. Coordinate organization recruitment efforts.

Other committee positions once the club is established

- Fundraising and Sponsorship coordinator.
- Fields and Equipment coordinator.
- Webmaster.
- Tournament Coordinator.

Assisting the Director of Player and Coach Development will be the following roles:

Stage of Development Coordinator

1. Coordinates one of the SoccerPlus five stages of development
 - a. Plus 1 – 4 & 5 years
 - b. Plus 2 – 6,7 & 8 years
 - c. Plus 3 – 9,10 & 11 years
 - d. Plus 4 – 12,13 & 14 years
 - e. Plus 5 – 15, 16, 17 & 18 years
2. Ensures regular implementation of player and coach assessments, collection of reports and dissemination to parents.
3. Assists the Director of Player and Coach Development in placing players in groups/teams based on their development – for both practices and games.
4. Assists the Director of Player and Coach Development in placing coaches with teams.
5. Provides oversight for the programming employed at each stage of development.

Head Coach

1. Reports to the Director of Coach and Player Development.
2. Attends coaching education workshops
3. Responsible for the education and well being of a group/team of players.
4. Responsible for following the SoccerPlus curriculum, session plans and activities.
5. Conduct regular player assessments as Directed by the Director of Player and Coach Development.
6. Provides data/reports on player progress.
7. Engages parents regularly in conferences/meetings

Assistant Head Coach

1. Provides support on and off the field to the Head Coach.
2. Attends coaching education workshops
3. Provides cover when Head Coach is not available.
4. Helps the Head Coach prepare for the sessions.
5. Actively contributes to the coaching session by following the Head Coaches lead.
6. Assists the production of player evaluation and reports.

Note: Head and Assistant Coaches will receive considerable support on and off the field to feel confident and competent in performing the coaching responsibility. This will include online access to session plans, activities (supported by video), coaching education sessions, access to attend licensing courses and regular communications with the Director of Player and Coach Development.