**Roles and Duties of the Executive B.O.D.**

**President:**

The President shall preside at all membership meetings.

He/She shall by virtue of his/her office be Chairman of the Board of Directors.

He/She shall be present at each annual meeting of the organization and annual report of the work of the organization.

He/She shall be one of the officers who may sign the checks or drafts of the organization.

He/She shall appoint all committees, temporary or permanent.

He/She shall have such powers as are allowed by Florida law as the Chief Executive of an organization.

He/She shall set the agenda for all meetings. This agenda shall be presented to the Secretary for e-mail at least five days prior to all meetings; The President shall present an agenda, verbally or in writing at the start of the meeting.

Serve as ex-officio member of all committees.

Serve as liaison between the Club and the following entities and persons:

Commissioner, District A-3

Florida State Soccer Association

Florida Youth Soccer Association

Port St. Lucie Parks and Recreation

Port St. Lucie Recreational Executive Committee

In consultation with the Registrar, shall waive the registration fee for players who demonstrate a financial need. The number of such waivers shall not exceed five percent of the club’s registration for a given season. Exceptions to this limit may be granted by the Board of Directors.

The President will coordinate with the Secretary any and all open positions for office and post said positions at the clubhouse and website for a minimum of two (2) weeks prior to the AGM.

The President and the Board of Directors’ shall appoint the following positions as needed. Each of these appointed positions shall, by virtue of their position serve as member of the Board of Directors. The duties of these positions shall be established by the Board of Directors.

Equipment Manager, Fund Raising Coordinator, Recreation Program Coordinator, Micro Soccer Coordinator, Rules Coordinator, Webmaster, Competitive Program Coordinator, Master Scheduler, Media Relations.

**Vice President / Vice Director:**

The Vice President / Vice Director shall in the event of the absence of inability of the President / Director to exercise his/her office becomes the acting President / Director of the organization with all the rights, privileges and powers as if he/she had been the duly elected officer.

Assist the President / Director in keeping order in all meetings.

He/She shall oversee all uniform orders and distributions. He/She shall investigate various suppliers for the purpose of making recommendations about a distributor and various uniform styles for the approval of the Board of Directors. This shall be done according to the Rules and Regulations.

Assist the Secretary in maintaining files relating to sponsors.

Serve as Chair of the protest and grievance committee, observing the provisions of Rules and Regulations. Should the Vice President / Vice Director be a party to the protest of grievance in question, or if he/she should have a relationship with any party that might give rise to a conflict of interest, he/she shall cede the chair in the matter dictated by the Rules and Regulations. As stated by Section President / Director, Sub-Section 15.

Serve as Chair of the Disciplinary Committee. Should the Vice President / Vice Director be party to the matter in question, or if he/she should have some relationship to the person or persons being

Disciplined that may present a conflict of interest, he/she shall cede the chair in the manner dictated in the Rules and Regulations.

**Secretary:**

The Secretary shall keep the minutes and records of the organization in appropriate books supplied by the organization. He/She shall present a copy of the minutes and agenda of each meeting to each member of the Board of Directors according to the schedule established in the Rules and Regulations.

It shall be his/her duty to file any certificate required by any statute, Federal or State. In addition, he/she shall see all books, reports and certificates as required by law are properly kept or filed.

He/She shall give and serve notices to members of the organization.

The Secretary will communicate all voting issues and elections via e-mail to the organization’s membership. He/She will tally all votes and certify with the “Inspectors of Elections” and post results to the Board of Directors. Voting results either for election of offices or amendments of the organization will be affixed to the minute’s book at the next scheduled meeting.

He/She shall be the official custodian of the records and seal of the corporation. As such, he/she shall maintain the Club library, both printed and audio/visual; supervise the use of all club office equipment; receive, catalog and store all reports issued by Directors, Officers and Committees; maintain a comprehensive and accurate database of all voting membership information.

He/She may be one of the officers required to sign the checks and drafts of the organization.

He/She shall present to the membership at any meetings any communication addressed as Secretary of the organization.

He/She shall submit to the Board of Directors any communication which shall be addressed as Secretary of the organization.

He/She shall attend to all correspondence of the organization and shall exercise all duties incident to the office of Secretary.

Accept and process all applications for membership pursuant to the procedures for affiliation established in the Rules and Regulations.

He/She shall verify all voting credentials at the Annual General Meeting.

**Treasurer:**

The Treasurer shall have the care and custody of all money belongings to the organization and shall be solely responsible for such monies or securities of the organization. He/She shall cause all funds to be deposited in a regular business bank or trust company, except that the Board of Directors may cause such funds to be invested in such investments as shall be legal for a savings bank in the State of Florida.

He/She must be one of the officers who shall sign checks or drafts of the organization. No special fund may be set aside that shall make it unnecessary for the Treasurer to sign the checks issued upon it.

He/She shall render at stated periods as the Board of Directors shall determine a written account of the finances of the organization and such report shall be physically affixed to the minutes of the Board of Directors of such meeting. The report must be approved by the Board of Directors.

He/She shall exercise all duties incident to the office of Treasurer.

He/She shall prepare an annual financial report for review by the Board of Directors and membership at the annual general meeting.

He/She shall compile an annual proposed budget for presentation and approved at the annual general meeting.

He/She shall prepare and execute any documents, forms etc., pursuant to the Articles of Incorporation and the tax exempt status of the club.

He/She shall pursue individuals, organizations, companies or anyone else who presents bad check(s) to the organization, according to the wished expressed by the Board of Directors.

He/She shall assist the Secretary in maintaining files relating to club finances.

**Registrar:**

 He/She shall schedule and supervise all player registration. He/She shall recruit such individuals as may be necessary to assist in this task

He/She shall prepare and distribute all player documentation.

He/She shall assist the Secretary in maintaining all registration files, including team rosters.

He/She shall maintain a comprehensive and accurate database record of all registration information.

He/She shall place registrants who arrive after the recreational draft on teams according to the Rules and Regulations.

Serve as the coordinator in all matters relating to team and club sponsorship.

He/She shall serve as the primary contact with the FYSA District Commissioner in all matters pertaining to player registrations.

He/She shall pursue registration payments from those individuals who are permitted to sign up for the club’s programs without paying in advance or who have only made partial payments.

He/She shall authorize the refund of registration money pursuant to the provisions of the Rules and Regulations.

In Consultation with the Board of Directors he/she shall waive the registration fee for players who demonstrate a financial need. The number of such waivers shall not exceed five percent of the club’s registration for a given season. Exceptions to this limit may be granted by the Board of Directors.

 **Director of Coaches:**

He/She shall nominate all coaches and assign coaches to the teams for which they hold primary responsibility, subject to the approval of the Board of Directors.

He/She shall be responsible for the training and certification of the coaches under his/her direction pursuant to the guidelines established in the Rules and Regulations.

He/She shall schedule coaches meetings at least on a monthly basis, during Recreational and Competitive Seasons. These meetings shall have a mandatory attendance policy as outlined in these By-Laws in Article IV and the Rules and Regulations.

He/She shall assist the Secretary and Registrar in maintaining all files relating to the club’s coaches.

He/She shall enforce the Club disciplinary provisions relating to misconduct of the coaches under his/her discretion pursuant to the Rules and Regulations.

He/She shall serve as the first point of contact for complaints about coaches under his/her supervision. Complaints that cannot be resolved by the Head Coach, either because of the severity of an allegation or lack of satisfaction of any parties involved, shall be referred to the President / Director, Vice President / Vice Director and Disciplinary Committee.

He/She shall serve as member of the Disciplinary Committee when the matter being addressed relates to the conduct of a coach under his/her supervision. If the Head Coach is a party to the matter in question, or has a relationship with the party being disciplined, he/she shall not serve on the committee.

He/She shall organize, arrange and supervise all player camps and coaches courses sponsored by the organization.

He/She shall collect information regarding scholarships, The Olympic Development Program (ODP), State Cup teams and other special opportunities for players. He/She shall together with the Media Relations Coordinator, coordinate the distribution of this information among interested players and members of the organization.

He/She shall seek out high-level licensing classes, recognition programs and other opportunities of interest to coaches and distribute this information among the club’s coaching staff.

He/She shall work with the President / Director and Vice President / Vice Director to locate the best level of competition league play for Recreational and Competitive teams within the association.

The Director of Coaches shall also have the following minimum qualifications:

He/She shall possess a minimum of “D” level coaching license or its equivalent. If the officer does not possess the required license at the time of election or accession, he/she shall have six months from the date of assuming office to get this qualification. The Board of Directors can waive this requirement with a two-thirds majority vote of the entire Board of Directors.

He/She shall have unlimited terms with no term limits. The Director of Coaches by virtue of its title will be appointed as an Executive Board Member. The Director of Coaches will by its name be named a Board Member for Soccer Operations.

 **Board of Directors - Support Members**

**Media Relations Coordinator –**

He/She shall run and organize the Club Facebook page and Instagram page.

He/She shall take questions from parents inquiring on social media and promotes Club events. Forward any questions, complaints, concerns to the appropriate Board Member.

He/She shall take photos of special events, programs to help promote the Club and update social media.

He/She shall assist with day to day operations of the Club where needed.

 By virtue of the position, the Media Relations Coordinator is an appointed position and doesn’t have term limits. The Media Relations Coordinator reports to the Executive Board or the Comp DOC / Rec Coordinator when assistance is needed.

By virtue of being a support board member, assists with day to day operations of the Club where needed and attends special events.

**Uniform Coordinator –**

He/She shall work with the Registrar in securing uniform orders for the Rec program.

He/She shall find the most suitable uniforms for Rec and seeks out vendors.

He/She shall work with the Rec Coordinator to assist in uniform selection.

He/She shall work with the Comp DOC to find the most suitable uniforms and gear for the program.

He/She shall attend vendor meetings and Board Meetings to advise on working within the Club budget and selection of uniforms.

The Uniform Coordinator is an appointed position and doesn’t have term limits. The Coordinator reports to the Executive Board and attends general meetings to advise on uniform and or vendor updates. By virtue of being a support board member, assists with day to day operations of the Club where needed and attends special events.

**Micro Coordinator –**

He/She shall oversee day to day operations of the Micro program.

He/She shall assist in the training of coaches and players.

He/She shall fill in when coaches are absent.

He/She shall attend general board meetings to update the board on any concerns or successes within the program.

He/She shall work with the Rec Coordinator in program improvements or any concerns.

The Micro Coordinator is an appointed position and doesn’t have term limits. The Micro Coordinator reports to the Rec Coordinator and the Executive Board. By virtue of being a support board member, assists with day to day operations of the Club where needed and attends special events.

**Allstar Program Coordinator –**

He/She shall organize the Allstar Coaches to participate in the Allstar program.

He/She shall work with the Uniform Coordinator to seek uniforms for the teams.

He/She shall make recommendations to the Comp DOC and Rec Coordinator for players / Coaches to move to the Comp program.

He/She shall communicate to the TCSL of team’s participation and give information/updates to the Coaches/Teams.

The Allstar Program Coordinator is an appointed position and doesn’t have term limits. He reports to the Rec Coordinator, Comp DOC and Executive Board. He is a Club representative and will attend TCSL meetings and general board meetings to give updates on the program.

By virtue of being a support board member, assists with day to day operations of the Club where needed and attends special events.

**Sponsorship Coordinator –**

He/She shall communicate and present information to perspective Club/Program Sponsors.

He/She shall put together a comprehensive plan on pricing for sponsors.

He/She shall attend meetings or visit perspective sponsors that could support the Club.

He/She shall form a data base of sponsors and keep track of sponsorship yearly cycles to seek renewal.

He/She shall work with the Registrar on compiling a list of sponsors for each program.

He/She shall work with the Uniform Coordinator to give a list of sponsors per program for uniform printing.

 He/She shall be a direct contact to the sponsors to retrieve information in regards to level of sponsorship and the need to print banners.

He/She shall maintain and update banners around the field.

The Sponsorship Coordinator is an appointed position and doesn’t have term limits. The Sponsorship Coordinator reports to the Executive Board, Uniform Coordinator, Registrar, Comp DOC and Rec Coordinator. The Sponsorship Coordinator attends general meetings to update the Board on sponsors and sponsor opportunities. The Sponsorship Coordinator by virtue of being a support board member, assists with day to day operations of the Club where needed and attends special events.

**Treasurer / Comp –**

He/She shall maintain the books for financial recordings of the Comp program.

He/She shall meet with Team Coaches / Managers weekly to collect team fees/dues and maintains ledger of transactions.

He/She shall be in direct communication with Coaches/Managers for tuition owed.

He/She shall hold a copy of team budgets.

He/She shall work with the Club Treasurer in maintaining team ledgers and updates of fees owed.

He/She shall work with the Comp DOC to give updates of players/families in financial situations and teams that want to enter tournaments/leagues.

The Comp Treasurer reports to the Comp DOC, Club Treasurer and Executive Board. The Comp Treasurer attends general meetings to give updates on the comp program. The Comp Treasurer can attend Executive Board meetings if needed but does not have a vote. The Comp Treasure is an appointed position and doesn’t have term limits. By virtue of being a support board member, assists with day to day operations of the Club where needed and attends special events.

**Web Master –**

He/She shall update and maintain the Club website.

He/She shall communicate with the Media Relations Coordinator, Comp DOC , Rec Coordinator and Board to retrieve information that will go on the website.

 He/She shall communicate with the Sponsor Coordinator to update the website with the most current list of sponsors.

He/She shall attend general board meetings giving updates on the website.

The Web Master reports to the Executive Board. The Web Master is an appointed position and doesn’t have term limits. By virtue of being a support board member, assists with day to day operations of the Club where needed and attends special events.

**Club Scheduler –**

He/She shall maintain and update league and club program schedules.

He/She shall communicate with comp coaches and managers for Home Game changes and seek confirmation of games weekly.

He/She shall communicate to the Board and Rec Coaches/Parents of seasonal schedules.

He/She shall communicate with the Referee Assignor weekly supplying the field schedules and any game changes or updates.

The Club Scheduler is an appointed position and doesn’t have term limits. He reports to the Referee Assignor, Comp DOC, Rec Coordinator and Executive Board. By virtue of being a support board member, assists with day to day operations of the Club where needed and attends special events.

 **SUPPORTING BOARD POSITIONS**

**Club Program Support –**

She/He shall help with supporting the Rec program with training and coaching.

She/He shall support any camps/clinics for the Rec program.

She/He may or may not coach her own team.

She/He shall support the program when coaches are missing.

The Program Support position is appointed and doesn’t have term limits. She/He will assist in special club events and attend general board meetings. She/He will report to the Rec Coordinator and Executive Board. She/He will communicate with the Rec Coordinator and advise of program improvements and assist in the rating of players. By virtue of being a support board member, assists with day to day operations of the Club where needed and attends special events.

**Club Program Support –** By virtue of being a support board member, assists with day to day operations of the Club where needed and attends special events.

**Fundraiser Coordinator – OPEN:**

He/She shall communicate and present information of perspective Fundraising opportunities.

He/She shall put together a comprehensive plan on pricing and revenue for fundraisers.

He/She may attend meetings or visit perspective vendors that could support the Club through fundraising.

He/She shall form a data base of vendors and keep track of fundraisers yearly cycles to seek renewal for additional revenue.

He/She shall work with the Comp DOC, Rec Coordinator and Club Treasurer on compiling a list of fundraisers for each program and the Club.

He/She shall work with the Uniform Coordinator if there’s a need for fundraising shirts or merchandise.

He/She shall be a direct contact to the vendors to retrieve information in regards to fundraiser and the need to print flyers and post social media material.

The Fundraiser Coordinator is an appointed position and doesn’t have term limits. The Fundraiser Coordinator reports to the Executive Board, Uniform Coordinator, Treasurer, Web Master, Media Relations Coordinator, Comp DOC and Rec Coordinator. The Fundraiser Coordinator attends general meetings to update the Board on fundraisers and future opportunities. The Fundraiser Coordinator by virtue of being a support board member, assists with day to day operations of the Club where needed and attends special events.

**Equipment Manager – OPEN**

**Head of Referees – OPEN**

**Division Coordinator – Rec / Comp - OPEN**