Fort Saskatchewan Soccer 10013 – 96 Avenue | PO Box 3071 | Fort Saskatchewan | Alberta T8L 2T1 Phone: (780) 998-1835 | Fax: (780) 998-1834 

www.fortsasksoccer.ca

**Duties Of the Governance Director**

* Responsible for ensuring the executive committee is following the bylaws and policies set out by FSMSA
* Ensure FSS executives are following Roberts Rules for all meetings, and email votes
* Ensure FSS is following FSMSA policy regarding voting procedures for expenses.
* Responsible for ensuring the FSS is following all bylaws and policies by ENSZA, EMSA, ASA
* Help FSS president update any policies or procedures that need to be updated
* Deal with all official complaints against other executive committee members, Team officials, players or parents.
* Head up and form a discipline committee if a complaint escalates to the point where a discipline committee is needed
* Works with FSMSA to deal with discipline outcome
* To attend all FSMSA meetings on behalf of soccer
* To write a report and present it at FSMSA meetings