Duties of the President

The primary responsibility of the President is to oversee the operations of Fort Saskatchewan Soccer (FSS); and help guide the long-term direction of the organization. The duties include, but are not limited to, the following:

1. Oversee general operations

* Manage an overall Schedule of Events to ensure smooth operation of FSS indoor and outdoor programs.
* Shared responsibility with all members to ensure all Executive Committee and Sub-Committee positions are filled each year and where required, new volunteers are recruited.
* Communicate with Edmonton Minor Soccer Association (EMSA) as necessary on FSS matters around our teams playing in the EMSA league.
* Communicate with Edmonton North Zone Soccer Association (ENZSA) as necessary on FSS matters around our teams playing in the ENZSA league.
* The President must approve all purchases made by FSS.
* The President is one of the FSS signing authorities for financial transactions through the Fort Saskatchewan Minor Sports Association office.
* Must ensure that FSS follows all the rules and procedures of and those of other organizations EMSA and under the governance of Alberta Soccer Association.

2. Oversee Committees’ activities

* The FSS President is responsible for coordinating and overseeing the activities of all members of the FSS Executive Committee and Sub-Committees.
* The President chairs all Executive, the Annual General Meetings and any Special General Meetings whenever possible.
* Approve draft Minutes prior to general distribution.
* Oversees the annual review and updating of all FSS Rules, Regulations, Policies and Procedures as recommended by the Review Sub-Committee for approval by the Executive Board.
* Responsible for declaration of teams.
* It is the responsibility of the President and Vice President to oversee, communicate and delegate in every area and detail within the organization.

3. Program Development / Coordination

* Work with Vice president–secretary to ensure all Directors are supported in when opening registration
* Work with Vice president- Soccer to ensure all Program directors feel supported in getting the season underway.
* Work with Vice president- soccer to ensure equipment director has help in ordering needed equipment for the upcoming season
* Overseas and supports Sport Coordinator/ Admin
* Help or cover the duties of other Executive Committee members as needed or requested.