

Appendix B: Duties of the Board

President

- Volunteer position
- Serves on the Executive Board of Directors Committee
- Casts tie breaker vote
- Chairs MMSC Board meetings and AGM
- Plays a lead role with registration dates and special events
- Notifies Members of Board meetings, prepares meeting agenda with input from Board, books meeting space, and Chairs the meetings
- Keeps the Board Members discussions on topic
- Prepares a report for the AGM
- Provides leadership and guidance to Board Members
- Ensures Rules and Bylaws are being followed by all Board Members and Regular Members
- Represents MMSC at TCSA meetings and other soccer related events (may designate another voting Board Member to attend in their absence)
- Declares teams to TCSA for all age groups
- Oversees disputes, complaints, or issues between Board Members and all Regular Members
- Acts as a Signing Officer for cheques and other documents
- Ensures Board Members concerns are heard and addressed
- Delegates tasks
- Sets deadlines for duties
- Develops annual budget with Treasurer, Vice President, Director of Admissions
- Plans and evaluates special events
- Ensures meeting minutes are accurately recorded
- Books photographer for annual photo sessions
- Orients the new President
- Orients new Board Members to the Board
- Promotes the organization's purpose in the community and the media
- Recognizes Board Members contributions to the Boards work
- Attends meetings with the Town of Morinville (Sports, Budget, Parks & Recreation)

Immediate Past President

- Supports the President on an as-needed basis, through mentoring, coaching, advising, but not doing the President's duties
- Provides advice and leadership to the Board of Directors regarding best practices and other matters to assist the Board
- Participating actively in Board meetings called by the Board, has an opinion but cannot cast a vote
- Term is one (1) year, or until the President feels confident in their duties

Vice President

- Volunteer Position
- Serves on the Executive Board of Directors Committee
- Full voting Member
- Attends Board meetings and AGM
- Assists at registration dates and special events
- Acts as President in their absence
- Learns duties and responsibilities of President and keeps informed on key issues
- Works closely as consultant and advisor to the President
- Prepares to serve as future President
- Orients the new Vice President
- Develops the annual budget with Treasurer, President, Director of Admissions
- Provides guidance to Board Members
- Acts as Signing Officer if required for cheques or other documents

Secretary

- Volunteer Position
- Full voting Member
- Serves on the Executive Board of Directors Committee
- Attends Board meetings and AGM
- Assists at registration dates and special events
- Maintains records and contact information of Board Members
- Keeps a copy of our Rules and Regulations, Code of Conduct, etc. and makes copies for Members
- Takes official and accurate notes, including all motions and discussions at all meetings and provides copies (by email or hardcopy) to all Board Members
- Keeps all minutes for Board and AGM meetings and brings minutes to meetings
- Signs Board and AGM minutes to confirm their accuracy
- Keeps record of attendance to meetings
- If amendments need to be made to minutes, they will ensure they are made, and new copies sent out to Board Members
- Makes sure there is a Quorum at Board and AGM meetings
- Signs official documents of the organization as required
- Coordinates changes in signing authority at the bank
- Enforces the Bylaws and Policies to all Board Members
- Other clerical duties may be required
- Orients the new Secretary
- Administrates all CRC of all positions
- Send CRC's to TCSA in accordance to their timelines as a PDF or Zip file
- Provides to Directors which Coaches are missing CRC's
- In the absence of the President and Vice President, Chairs the Board meetings until the election of an alternate Chairperson
- Responsible for ensuring forms & other items for registration are available

Director of Admissions

- Volunteer Position
- Full voting Member
- Serves on the Executive Board of Directors Committee
- Attends Board and AGM meetings
- Assists at registration dates and special events
- Inputs registration information and provides complete list of registrants to the appropriate Directors
- Manages registration database input, updating and reporting
- Responsible for following up on incomplete registration information
- Enforces the Bylaws and Policies of MMSC
- Coordinates late registrations with Directors
- Coordinates necessary refunds with President, Treasurer, and Vice President
- Inputs player information for TCSA CSV forms

Treasurer

- Volunteer Position
- Full voting Member
- Serves on the Executive Board of Directors Committee
- Attends Board and AMG meetings
- Assists at registration dates and special events
- Provides reports on financial state of MMSC at Board meetings as well as updates Board on any changes
- Provides a financial report of income and expenses at the AGM
- Keeps financial reports on file
- Acts as Signing Officer for cheques and other documents
- Keeps accurate records of monies in and out of accounts, as well as receipts
- Ensures all necessary financial, tax reports, and audits are filed when required
- Ensures monies are paid in full to cover expenses
- Receives and deposits all monies due to MMSC
- Dispenses monies as directed by Board (refunds, Ref fees, incurred Member expenses, etc.)
- Orients new Treasurer
- Provides a float and receipts for registration
- Responsible to follow up on NSF cheques
- Processes and balances money for registration and deposits into MMSC bank account
- Responsible for the accounting of the funds of the organization, its budget and expenditures
- Preps and speaks for the budget in partnership with the President, Vice President, Director of Admissions
- Ensures bank statement is accurate
- Enforces the Bylaws and Policies
- Picks up mail
- Coordinates an audit/yearly review with another Executive Member
- Coordinates changes in signing authority
- Orders supplies

Head Referee

- Volunteer position
- Full voting Member
- Serves on the Executive Board of Directors Committee
- Attends Board and AGM meetings
- Management of all matters relating to Referee education, development, training, and assignment
- Acts as mentor to other Referees
- Maintains records of Referees contact information
- Ensures fields are safe, mowed, and lined as required for gameplay
- Oversees payment of all Referees
- Coordinates with President on field times and availability
- Coordinates Referees game schedule, provides all necessary info to Referees
- Ensures proper assignment of Referees based on age, classification and experience level
- Ensures conflict data is set for each Ref, so that they can't ref their own team or family members team, unless no other ref is available
- Responsible to recruit new Referees and keep in contact with past Refs
- Reports any Referee who fails to attend games or breaches Policies or Code of Conduct
- Coordinates with President and provides information on clinics or information sessions
- Hosts a pre-season meeting for all Referees to attend to outline expectations
- Acts as liaison on Referee matters following Chain of Command
- Makes recommendations on matters relating to game fees, field issues, etc.
- Assists with tournaments
- Provides a report for end of season
- Be readily available to assist to ref any given match
- District Ref whom they are in good standing with ASA Refs
- Head Ref needs to be in contact with TCSA Head Referee Coordinator
- Attends meetings with TCSA Ref Coordinator
- Ensures all Refs turn in all game sheets in accordance to TCSA
- Ensures any changes to IFAB Laws of the Game are passed onto all Members and coaches

Directors (U3/5/7/9/11+)

- Volunteer position
- Serves on the Board of Directors Committee
- Full voting Member
- Attends Board and AGM meetings
- Follows the MMSC Bylaws and Regulations
- Assists at registration and special events
- Responsible to make team lists, schedules, and assign fields
- Recruitment of coaches and assistants, informing coaches of need CRC and sent in date to mmscrimchecks@gmail.com
- Responsible for communication with coaches regarding changes, important info and upcoming events (please note the expectation of returning calls and emails is 12-24 HRS)
- Responsible to resolve any disputes arising within assigned age group
- Sends team list to coaches, Director of Admissions, & President
- Sends a list of coaches and assistants to Secretary and Director of Admissions, including birthdates
- Provides a report for end of season
- Enforces Rules and Regulations

Additional duties for U3/5 directors

- Working with Sponsorship Coordinator to order supplies required for special event
- Responsible for planning, hosting and acting and coordinating as a representative of MMSC at special event

Additional duties for U7/9 Directors

- Responsible for scheduling, planning, hosting and acting as a representative of MMSC at the special event
- Sends schedule to Head Ref
- Coordinates with Head Ref for Referees for games

Additional duties for U11+

- Responsible for planning and assisting in any tournament events including being the host to tournaments within The Town of Morinville
- Inputs player information for EMSA
- Responsible to ensure coaches making changes or rescheduling games
- Inform the Head Ref to ensure they have suitable time to find suitable Referees, must be coordinated by form and TCSA scheduling Member

Sponsorship Coordinator

- Volunteer position
- Serves on the Board of Directors Committee
- Full voting Member
- Attends Board and AGM meetings
- Assists with registration dates and special events
- Administrates all contact with Sponsors
- Preps Sponsorship letter and Thank You letter
- Collects monies from Sponsors, if required
- Gives monies to Treasurer to be deposited
- Coordinates with Equipment Manager for ordering of jerseys, and specialty supplies for Sponsors
- Providing team photo, receipts and Thank You to Sponsors
- Solicitation of new Sponsors
- Provides a report of current Sponsors at Board meetings
- Follows the MMSC Bylaws and Regulations

Equipment Manager

- Volunteer position
- Full voting Member
- Serves on the Board of Directors Committee
- Attends Board and AGM meetings
- Assists at registration dates and special events
- Ensures equipment is clean and in good condition prior to each season
- Ensures storage area stays clean and tidy
- Distribution and collection of soccer equipment
- Organizing coaches bags prior to season
- Ordering of new equipment
- Coordinates with Sponsorship Coordinator of jerseys
- Keeps accurate inventory record of equipment and other necessities in storage
- Tracking of jerseys issued to players
- Follows the MMSC Bylaws and Regulations
- Gives Treasurer a copy of the inventory list for ordering new supplies