



MPSA Board of Directors Duties and Responsibilities

For the position of

President

The duties and responsibilities of the President are:

- To preside over regular meetings of the Executive, the Annual General Meeting, Special General Meetings, and meetings of the Management Committee as well as ensure that meetings are held as outlined in the Constitution.
- To appoint Officers, Directors, and other members of the MPSA-to-MPSA Committees and other committees affiliated with external organizations as outlined in the Constitution.
- To represent the MPSA (or appoint a delegate) in matters relating to the City of Mount Pearl.
- To represent the MPSA for all matters concerning the NLSA and the CSA or appoint a delegate.
- To assist the Ways and Means Director and Treasurer to coordinate the development of a marketing plan for the MPSA.
- To act as direct contact for the Technical Director and Office Manager.
- To act as an ex-officio member of all committees of the MPSA.
- To complete other related duties as agreed upon by the Executive and/or the Management Committee and pertinent to the running of the MPSA.
- To prepare an Annual Report to be presented at the AGM and made available to the membership seven days prior to the AGM through our website.



MPSA Board of Directors Duties and Responsibilities

For the position of Vice President

The duties and responsibilities of the Vice President are:

- To preside over regular meetings of the Executive, the Annual General Meeting, Special General Meetings, and meetings of the Management Committee when the President is absent.
- To assist the President in the execution of his/her duties.
- To work with the Treasurer to complete annual applications for funding for office staff, summer staff, and others as necessary.
- To be the lead for the hiring process for office staff, summer staff, and others as necessary.
- To oversee the coordination of recruitment of volunteers and maintain an updated list of volunteers.
- To lead the Scholarships and Awards Committee.
- To complete other related duties as agreed upon by the Executive and/or the Management Committee.



MPSA Board of Directors Duties and Responsibilities

For the position of

Treasurer

The duties and responsibilities of the Treasurer are:

- To prepare monthly and quarterly financial statements and arrange for an annual Review Engagement Report for the MPSA.
- To oversee all account reconciliations and journal entry postings
- To take charge of all monies belonging to the MPSA and direct payment by EFT or cheques signed by the designated signing officers of the MPSA.
- To appoint an auditor at the AGM for the following year.
- To prepare an annual budget for approval by the Executive.
- To assist the Vice President in completing applications for funding for office staff, summer staff, and other opportunities as necessary by preparing the financial documentation required.
- To assist the Ways and Means Director and President to coordinate the development of a marketing plan for the MPSA.
- To develop and oversee procedures for registration events; including operational matters of the MPSA Refund Policy.

- To lead the Finance Committee.
- To advise the Executive on all financial matters and make recommendations on all proposed financial matters.
- To prepare an Annual Report to be presented at the AGM and made available to the membership seven days prior to the AGM through our website.



MPSA Board of Directors Duties and Responsibilities

For the position of

Secretary

The duties and responsibilities of the Secretary are:

- To record and distribute minutes of all regular meetings of the Executive, Management Committee, Annual General Meeting, and Special General Meetings.
- To record votes on all motions of Executive meetings.
- To prepare and send correspondence on matters agreed to by the Executive.
- To assist in the development and distribution of MPSA e-communication and information.
- To oversee the maintenance of the MPSA website and social media presence for the MPSA.
- To advise the Executive and Management Committee on all matters related to e-communications, website, and social media.
- To sit as a member of the Policy Committee.
- To receive all nominations for Executive positions prior to the Annual General Meeting.



MPSA Board of Directors Duties and Responsibilities

For the position of

All Star Director

The duties and responsibilities of the All-Star Director are:

- To sit as a member of the Technical Committee.
- To coordinate the coaches for all Metro and PYL teams - receive all applications, review applications with the Technical Committee ensuring they have necessary qualifications, and make recommendations to the Executive.
- To meet with Head Coaches of all Metro and PYL teams to determine assistant coaches and managers, and to make recommendations to the Executive.
- To communicate coaching appointments to all applicants.
- To annually review and communicate responsibilities and all MPSA rules and regulations with respect to their teams with all Metro and PYL Coaches and Managers.
- To assist the Technical Director in the designing and purchasing of uniforms for all Metro and PYL teams.
- To oversee the Metro and PYL tryout process.

- To advise the Executive on all matters relating to the Metro and PYL programs.
- To prepare an Annual Report to be presented at the AGM and made available to the membership seven days prior to the AGM through our website.



MPSA Board of Directors Duties and Responsibilities

For the position of Senior Director

The duties and responsibilities of the Senior Director are:

- To sit as a member of the Technical Committee.
- To act as a liaison between the Executive and all Senior Male and Female Teams.
- To coordinate the coaches and managers for all Senior teams - receive all applications, review applications with the Technical Committee, and make recommendations to the Executive.
- To meet with senior team representatives to communicate the MPSA rules and regulations with respect to their teams.
- To be responsible for the growth and expansion of senior teams in all divisions, including senior recreational leagues, and be the point of contact for new players looking to join.
- To develop and oversee MPSA activities that are intended to create and maintain succession of player development and membership transition from minor to senior.
- To advise the Executive on all matters related to the senior teams.
- To prepare an Annual Report to be presented at the AGM and made available to the membership seven days prior to the AGM through our website.



MPSA Board of Directors Duties and Responsibilities

For the position of

Club League Director

The duties and responsibilities of the Club League Director are:

- To identify and be the point of contact for Divisional Convenors for all Club League divisions.
- To meet with all Divisional Convenors to review the Club League Policy and the rules and regulations for Club League games.
- To oversee the coach and team selection process, balancing of teams, development of schedules, and monitoring of league play for all Club League divisions.
- To assist the Technical Director in the ordering of uniforms for all Club League players.
- To sit on the Club/Micro League Committee.
- To advise the Executive on all matters relating to Club League.
- To prepare an Annual Report to be presented at the AGM and made available to the membership seven days prior to the AGM through our website.



MPSA Board of Directors Duties and Responsibilities

For the position of

Micro League Director

The duties and responsibilities of the Micro League Director are:

- To work with the Program Coordinator to facilitate the group selection process, development of schedules, and monitoring of Micro League play.
- To sit on the Club/Micro League Committee.
- To assist the Technical Director in the ordering of uniforms for all Micro League players.
- To advise the Executive on all matters relating to Micro League.
- To prepare an Annual Report to be presented at the AGM and made available to the membership seven days prior to the AGM through our website.



MPSA Board of Directors Duties and Responsibilities

For the position of

Director of Officials

The duties and responsibilities of the Director of Officials are:

- To foster the development of MPSA Officials and organize Officials Clinics new and returning MPSA Officials.
- To implement a mentoring process which includes the provision of ongoing feedback for MPSA officials.
- To oversee the scheduling of officials for Club League games in consultation with the Club League Director and the Program Coordinator.
- To assist the Technical Director in the ordering of uniforms for all MPSA officials.
- To advise the Executive on all matters related to MPSA officials.
- To prepare an Annual Report to be presented at the AGM and made available to the membership seven days prior to the AGM through our website.



MPSA Board of Directors Duties and Responsibilities

For the position of

Ways and Means Director

The duties and responsibilities of the Ways and Means Director are:

- To coordinate and lead in the development of a marketing plan for the MPSA with the assistance of the President and Treasurer.
- To identify MPSA marketing, fundraising, and sponsorship opportunities, activities, and goals.
- To organize all logistical matters including time, locations, and volunteers related to all marketing, fundraising, and sponsorship events held by the MPSA.
- To annually review and communicate financial, fundraising and sponsorship policies with all Metro and PYL Team Managers.
- To sit as a member of the Finance Committee.
- To advise the Executive on all matters related to MPSA marketing, fundraising, and sponsorship.
- Prepare an Annual Report to be presented at the AGM and made available to the membership seven days prior to the AGM through our website.