

## Board of Directors – Role Description

1. **President** - The President is an Officer and an elected Board of Director position. The President will:
  - a) Serve as the Chief Executive Officer of the BSC
  - b) Conduct the affairs of the BSC and execute the policies established by the Board of Directors as set forth in these bylaws and by any decisions voted on at regular meetings.
  - c) Conduct regular monthly meetings.
  - d) Present a report of the condition of the BSC at the annual meeting.
  - e) Represent BSC at designated external meetings as deemed necessary.
  - f) Communicate to the Board of Directors, such matters as deemed appropriate and make such suggestions that may tend to promote the welfare of the BSC.
  - g) The President shall have the power to delegate some or all of the duties to other officers.
  - h) Be responsible for the conduct of the BSC in strict conformity to the policies principles, Rules and Regulations of the United States Soccer Federation, EHYSL and the BSC
  - i) Investigate complaints, irregularities and conditions detrimental to the BSC.
  - j) The President is responsible for arranging, with the appropriate representatives of the Town of Beekman, for the use of sufficient and adequate soccer fields for use in all Club activities.
  - k) Keep the League Directors notified of Soccer Events and Tournaments as information becomes available
  - l) Represent BSC at ENYYSA and EHYSL meetings, activities, functions and seminars where representation is required. This duty may be delegated to other members.
  - m) Act as liaison between Club and outside contracted parties, including Quickstrike FC
  - n) Answer all emails directed to BSC ([president@beekmansoccer.com](mailto:president@beekmansoccer.com)) in a timely manner.
  - o) Coordinator Town/Club level aspects of field usage including:
    - 1) Primary liaison between BSC and the Town of Beekman Grounds Department.
    - 2) Work with the Town of Beekman to assure that BSC fields are appropriately maintained and improved as needed.
    - 3) Along with the designated official of the Town of Beekman Grounds crew, will determine when BSC field should be closed due to poor condition.
    - 4) Communicate field closures to Club as needed.
  
2. **Vice President** - The Vice President is an Officer and elected Board of Director position. The Vice President will:
  - a) In case of the absence or disability of the President, and provided he is authorized by the President or Board to so act, perform the duties of the President, and when so acting, shall have all the Powers of that office.
  - b) Fill a temporary Officer vacancy, but shall only hold one vote.

- c) The Vice President shall be expected to fill the first vacant position until such time as a duly elected replacement is in place.
- d) Shall have such other duties that from time to time may be assigned by the Board of Directors or by the President.
- e) Answer all travel related emails directed to BSC ([vicepresident@beekmansoccer.com](mailto:vicepresident@beekmansoccer.com)) in a timely manner.
- f) Seek additional revenue sources for the club, including but not limited to fundraising and external alliances.
- g) Help analyze (cost/benefit analysis) potential big ticket projects, ie. permanent lighting, turf fields, etc.....
- h) Research appropriate trophies and awards for BSC needs including end of season In House tournament and special events. Orders, receives and prepares all trophies and awards, either alone or with volunteers and distributes them to the appropriate Coaches/Directors.

3. **Marketing Director** – Marketing Dir is an Officer and elected Board of Director position. The Marketing Dir will:

- a) Enhance Clubs website design and functionality.
- b) Expand Clubs' social media footprint.
- c) Assists in promoting events and ensuring accomplishments are publicized.
- d) Drive IH registration and travel tryout interest through expanded marketing campaign.
- e) Be responsible for recording the activities of the BSC and maintaining appropriate files, mailing lists and necessary records
- f) Keep the minutes of the regular club meetings and record them in a book or file kept for that purpose. Prepare copies of said minutes to be distributed at the next regular Club meeting.
- g) Be responsible to provide a meeting place for Club meetings
- h) Order new equipment for the Club as provided by the In House, Travel, and LDT Directors. Present cost of new equipment to the Board by February 1<sup>st</sup> for the spring and July 1<sup>st</sup> for the fall season. Include an estimate of costs for the equipment. Upon approval, order equipment.
- i) Answer all emails directed to BSC ([secretary@beekmansoccer.com](mailto:secretary@beekmansoccer.com)) in a timely manner.

4. **Treasurer** - The Treasurer is an Officer and an elected Board of Director position. The Treasurer will:

- a) Receive and reconcile all monies and deposit same in a depository approved by the Board of Directors.
- b) Keep records for the receipt and disbursement of all monies and securities of the BSC and approve all payments from allotted funds and draw checks therefore.
- c) Be the liaison between the BSC and any accountant hired for the purposes of financial reporting and oversight.

- d) Keep one bank account for the general fund and keep a separate single bank account for the travel program. The Treasurer will keep individual books for each Travel team and track their budget.
  - e) Make recommendations to the Board that will allow for financial planning and tracking.
  - f) Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof. The budget will be presented at the first regular meeting in February.
  - g) Provide payments to In House referees who have officiated at BSC games
  - h) Provide checks to travel coaches for paying referees at home travel games.
  - i) Send monthly statements to all members with outstanding balances until such balances are paid or are deemed uncollectible.
  - j) Answer emails directed to BSC ([treasurer@beekmansoccer.com](mailto:treasurer@beekmansoccer.com)) in a timely manner.
5. **Registrar** - The Registrar is an Officer and an elected Board of Director position. The Registrar will:
- a) Maintain a list of all Members (including registered player members and regular members)
  - b) Examine the application and supporting proof-of-age document of every new player candidate and certify to residence and age eligibility before the player may be accepted for tryouts and selection.
  - c) Administer the on-line registration application.
  - d) Provide registration reports to East Hudson Youth Soccer League as required.
  - e) Ensure that each player and each Coach and Assistant Coach participating in the Travel and LDT programs has been provided with a picture ID from EHYSL.
  - f) Act as the liaison between EHYSL and BSC for player registration and authorization.
  - g) Interact directly with Club members regarding all registration questions and settling of registration inquiries.
  - h) Answer all emails directed to BSC ([registrar@beekmansoccer.com](mailto:registrar@beekmansoccer.com)) in a timely manner.
  - i) Provide reports that to the Board upon request.
6. **Travel Program Director** - The Travel Program Director is an Officer and an elected Board of Director position. The Travel Program Director will:
- a) Administer the BSC Travel Soccer Program and act as the liaison between the travel coaches and the BSC Board of Directors by providing and communicating information to Travel Coaches.
  - b) Answer all travel related emails directed to BSC ([travel@beekmansoccer.com](mailto:travel@beekmansoccer.com)) in a timely manner.
  - c) Coordinate the creation of new travel teams each season, which includes reaching out to In House members to gauge interest in starting a new travel team, typically at the younger age groups. Creating a new team could also involve helping a team move from another club to Beekman.
  - d) Educate travel teams on the proper uniform ordering process.

- e) Attend EHYSL seeding meetings twice a year, typically at The Net at Gold's Gym.
- f) Provide coaches and other directors with game schedules and rule modifications (if applicable).
- g) Setup meetings and clinics for travel coaches as needed.
- h) Give direction and guidance to Referee coordinator.
- i) Ensure that weekly home game scores are transmitted to EHYSL in a timely manner.

7. **In-House Program Director** - The In-House Program Director is an Officer and an elected Board of Director position. The In House Program Director will:

- a) Administer the BSC In-House program and act as the liaison between the IH coaches and the BSC Board.
- b) Communicate information to IH coaches and IH players in a timely manner.
- c) Form in-house teams after registration is complete.
- d) Create game schedules using scheduling tool.
- e) Interact with Referee Coordinator and communicate rules to IH coaches.
- f) Interact directly with Club members at the field and promptly answer all IH related emails sent to [inhousedir@beekmansoccer.com](mailto:inhousedir@beekmansoccer.com).
- g) Ensure IH fields at TCP are ready for play (ie. nets are hanging properly). This is typically accomplished by simply looking at the goals while at your weeknight practice.
- h) Prior to the start of each fall/spring season, obtain a list of all new equipment needs for IH program. Recommend equipment needs to the Board for approval. At the end of each fall/spring season, collect all equipment and store in our shed until the next season.
- i) Coordinate all uniform ordering and distribution. In House uniforms are ordered every year and Travel and LDT are every other year.

8. **Limited Distance Travel Director** - The LDT Director is an Officer and an elected Board of Director position. The Travel Program Director will:

- j) Administer the BSC LDT program and activities and will act as the liaison between the LDT coaches and the BSC Board of Directors by providing and communicating information to in-house coaches
- k) Coordinate and form LDT teams after registration is complete.
- l) Coordinate game scheduling with East Hudson as needed and provide to coaches, along with rule modifications (if applicable).
- m) Give direction and guidance to Referee coordinator.
- n) Interact directly with Club members and answer all LDT related emails directed to BSC ([ldt@beekmansoccer.com](mailto:ldt@beekmansoccer.com)) in a timely manner.
- o) If necessary, arrange for a volunteer to assist with the periodic lining of BSC fields.
- p) LDT equipment needs - Prior to the start of each fall/spring season, obtain a list of all new equipment needs for LDT program. Recommend equipment needs to the Board for approval and Secretary for ordering. At the end of each fall/spring season, collect

all equipment and store it until the next season. Said storage place will be provided by the BSC or by a volunteer, as determined by the BSC Board.

### **Appointed Officers (optional)**

**Referee Coordinator** - The Referee Coordinator is an appointed position. The Referee Coordinator will:

- a) Administer the program of referees provided for BSC In House games and Limited Distance Travel Program home games.
- b) Maintain an up to date list of all referees currently certified to work BSC games.
- c) Schedule referees for In House and Limited Distance Travel games that are played on BSC fields.
- d) Provide communication and information exchange between the BSC, League Directors and Referees.
- e) Maintain a list of all referees who officiate each game. At the end of the fall season, this list will be reviewed to determine if any official has received sufficient remuneration to require BSC to issue a form 1099. This list will be provided to the BSC Treasurer to be included in the annual financial records of the BSC for that year.
- f) BSC BOD will assess effectiveness of our referee program at the end of each season through feedback from the three Program Directors – LDT, Inhouse, and Travel. Coaches and age group coordinators are encouraged to provide their feedback to their appropriate directors. This feedback will be shared with our referee coordinator to improve the effectiveness of our program.

**Beekman Cup Director** -Beekman Cup Director is an appointed position. The Beekman Cup Director will:

- a) Responsible for organizing and coordinating all aspects of Beekman Cup which is held annually on Columbus Day weekend.
- b) Answer all Beekman Cup related emails directed to BSC ([beekmancupdirector@beekmansoccer.com](mailto:beekmancupdirector@beekmansoccer.com)) in a timely manner.

**Training Director** -The Training Director is an appointed position. The Training Director will:

- a) Arrange for coaches/players training, continuing education programs and skills improvement clinics.
- b) Prepare/maintain selection criteria (licenses, affiliation etc.) for adding new trainers to the approved list should a team decide to pursue a trainer who is not on the approved list of trainers.
- c) Prepare/maintain a list of BSC approved trainers to be engaged by interested BSC team.
- d) Serve as the BSC focal point for all training providers – research and select new providers, interface with the providers, evaluate their program/offering in light of BSC needs, make recommendations to BSC Board of Directors

- e) Provide guidance/consultation to the BSC board to help a struggling team.
- f) Arrange for periodic training and continuing education programs for BSC
- g) Provide and communicate training information to all program directors
- h) Along with members of the BSC Board and others, participates in the periodic review and updating of the Coaches Manual.