



The roles of the Board of Directors shall consist of, but not be limited to:

President

- Preside at all meetings of the Membership & the Board/Operating Committee
- Direct and/or delegate supervision to all officials or other Club personnel
- Have responsibility for the general operation of The Club
- Delegate authority, assign specific functions, and recommend the creation of special committees
- Make appointments to committees with the approval of the Board of Directors
- Represent The Club in matters involving affiliated organizations and other social, recreational and sports organizations
- Authorize expenditures not in excess of five hundred dollars (\$500.00) without action / approval by the Board of Directors
- Prepare an Annual Report for and preside at, the Annual General Meeting
- Perform all other duties as necessary to ensure smooth operation of The Club

Vice President

- Assume role of the President in his / her absence.
- Preside as Chairman of the Discipline and Protest Committee
- Perform such duties as delegated by the President and/or Board of Directors

Director of Financial Operations

- Acts as Club Financial Office
- Review and approve all incoming and outgoing Club financial transactions on a monthly basis, when possible
- Review financial data for preparation of financial statements
- Act as a liaison with Auditors, when required
- Prepare a balanced Annual Budget within 30 days after the Annual General Meeting
- Produce financial reports, as required, for meetings of the membership, Board of Directors and Operating Committee
- Perform such duties as delegated by the President and/or Board of Directors

Director of Travel Teams

- Develop, organize, administer and manage all Travelling team programs run by The Club
- Recruit and appoint coaches for all Travelling teams, submit to Board approval
- Act as liaison between the Board and all Travelling teams
- Chair all meetings involving Travelling team coaches
- Perform such duties as delegated by the President and/or Board of Directors

Director of Outdoor House League Operations

- Develop, organize, administer, and manage all local outdoor recreational programs run by The Club
- Oversee outdoor House League convenors
- Evaluate equipment requirements with the Equipment Co-ordinator in relation to outdoor House League operations
- With the involvement and cooperation of outdoor House League division convenors, assign/reassign players to teams ensuring an equal balance of skills from each team within each specific division
- Perform such duties as delegated by the President and/or Board of Directors

Director of Indoor House League Operations

- Develop, organize, administer and manage all local indoor recreational programs run by The Club
- Oversee indoor House League convenors
- Evaluate equipment requirements with the Equipment Co-ordinator in relation to indoor House League operations
- With the involvement and cooperation of indoor House League division convenors assign/reassign players to teams ensuring an equal balance of skills from each team with each specific division
- Perform such duties as delegated by the President and/or Board of Directors

Director of Communications & Special Events

- Develop, organize and manage all fund raising programs run by The Club
- Organize and run special events as designated by the Board of Directors
- Manage the development and maintenance of The Club website
- Review and approve all external Club communication including, by not limited to, advertising, website, media relations and newsletters
- Ensure house league scores are submitted to local media on a timely basis
- Submit reports as required by the Board of Directors
- Perform such duties as delegated by the President and/or Board of Directors

Director At Large

- Organize and run the "Travel Team" (currently known as Stormfront) Tournament
- Perform duties as assigned by the President and/or Board of Directors

The roles of the Operating Committee shall consist of, but not be limited to:

Referee-In-Chief

- Develop, organize, administer, and manage The Club's referee programs including but not limited to scheduling, training and recruitment of Club referees
- Perform such duties as delegated by the President and/or Board of Directors
- Report as required to the Board of Directors

Sponsorship Co-ordinator

- Develop, organize, administer and manage all sponsorship activities run by The Club
- Report as required to the Director of Communications & Special Events
- Perform such duties as delegated by the President and/or Board of Directors

Equipment Co-ordinator

- Organize, administer, manage and inventory all soccer equipment owned by The Club
- Ensure return of all Club property at the close of each season
- Report as required to the Director of Outdoor House League Operations, Director of Indoor House League and the Director of Coaching & Travel Teams
- Perform such duties as delegated by the President and/or Board of Directors

Field Scheduling Co-ordinator

- Develop, organize, administer and manage all issues related to scheduling and maintenance of fields
- Perform such duties as be delegated by the President and/or Board of Directors

House League Convenors

- Report as required to the Director of Outdoor House League Operations and the Director of Indoor House League
- Perform such duties as delegated by the President and/or Board of Directors specific to the assigned division

Head Coach

- Monitor and organize coaching clinics for the coaches in The Club
- Regularly administer coaching advice and feedback for all coaches in The Club
- Acts as a resource person for all coaches affiliated with The Club
- Organize skill development clinics and camps for players affiliated with The Club
- Maintain a library of books, articles, and videos for coaches of The Club
- Create long and short term seasonal and multi-seasonal plans focusing on skill development and physical fitness
- Perform such duties as be delegated by the President and/or Board of Directors