| Churchland Soccer League | Churchland Soccer League  Position Description  **Board of Directors: Operations Director**  ***Revised 2025*** |
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**CSL MISSION**

The primary mission of Churchland Soccer League (CSL) is to provide access to amateur and semi-pro soccer, for youth and adults. CSL shall promote soccer to players and parents, and aid in the education and development of soccer players, coaches, referees, and related volunteers.

**EXPECTATIONS OF THE BOARD AS A WHOLE**

The Board is responsible for

* determining the mission and purposes of CSL
* selecting and evaluating the performance of the Board members and staff
* strategic and organizational planning
* ensuring strong fiduciary oversight and financial management
* fundraising and resource development
* approving and monitoring CSL’s programs and services
* enhancing CSL’s public image
* assessing its own performance as the governing body of CSL

**EXPECTATIONS OF INDIVIDUAL BOARD MEMBERS**

Each individual board member is expected to fulfill three primary legal duties:

1. Duty of Care: pay attention to CSL’s activities and operations
   1. know the organization’s mission, policies, programs, and needs
   2. faithfully read and understand the organization’s financial statements
2. Duty of Loyalty: put the interests of CSL before personal and professional interests
   1. serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for CSL to advance its mission
   2. leverage connections, networks, and resources to develop collective action to fully achieve CSL’s mission
   3. help identify personal connections that can benefit CSL’s fundraising and reputational standing and can influence policy related to the CSL mission
   4. sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
   5. maintain confidentiality about all internal matters of CSL
3. Duty of Obedience: comply with applicable federal/state/local laws; adhere to CSL bylaws; remain guardians of the mission
   1. prepare for, attend, and conscientiously participate in board meetings
   2. participate fully in one or more committees
   3. follow the organization’s bylaws, policies, and board resolutions

**ROLE OF THE OPERATIONS DIRECTOR**

The Operations Director (OD) is a member of the Board of Directors, and reports to the President. The OD is primarily responsible for overall supervision of facilities, ensuring that necessary tasks are performed in support of club day-to-day operations The Operations Director must understand their position in respect to their time and ability to ensure that the facilities and operations are in proper condition for safety and playability and maintenance if such is their direct physical responsibility. The OD may have subcommittee or staff members under them as outlined in this document however, the OD is ultimately responsible for satisfaction of the duties of the office to which they are elected.

**Specific Duties of the Operations Director (hereinafter noted by OD):**

1. General: The OD is primarily responsible for overall supervision of facilities, ensuring that necessary tasks are performed in support of club day-to-day operations, to include maintenance of the building and the equipment needed to run daily business. Report to the President, any action and activities past, present or future. Provide a monthly report to the Board of all activities and needs of the League along with any associated financial information affecting the operation of the League as described in this document. Work with any Committees/Chairs in developing plans, budget, and/or goals for the future sustainability of the League in its operational needs as pertains to the areas described in this document or as deemed an area of concern by the President or at the direction of the Board.
2. Capital Equipment: Plan, budget for, and coordinate capital equipment replacement. Maintain status of necessary materials to ensure adequate quantities remain available.
3. Equipment/Supplies: Plan and budget for general equipment and supplies. Maintain status of necessary materials to ensure adequate quantities remain available. Price and procure expendable materials to execute operations.
4. Maintenance: Oversee the maintenance of the Club. Coordinate maintenance of building. Ensure that all necessary items for operation of the League are handled on an on-going basis, at the direction and approval of the Board of Directors. Every season, develop responsibilities for daily operations and assign a schedule to all maintenance staff (as approved by the Board)
5. Fields: Working alongside the Director of Fields, Identify field needs for the League each season. Develop a plan to meet training needs and match with available resources. Set up and assist with Field Day Prep before each season.
6. Board Affairs: Follow all procedures as outlined by any affiliated organizations with which CSL is a member/participant. Work with the City Liaison in cooperation with the City of Portsmouth in maintaining the partnership and assistance of City support.
7. Board Duty: Perform board duty, as scheduled, on game days in order to have a Board member present at all times. Board Duty includes
   1. Helping and/or assisting in concessions.
   2. Being available and visible for questions and answers from parents, players, coaches, facilitators, or any others as related to the Club
   3. Having knowledge of field usage, schedules, and facilitators during Board Duty time.
   4. Opening and/or Closing of the fields, building, and concessions if Board Duty time is scheduled for said time.
   5. A commitment of 2 hours prior to or after your player’s HOME matches and/or your team’s HOME matches as needed or requested by the Board of Directors and/or President of the Board.
8. Voting: Vote during Board of Directors meetings on any and all pertinent information and necessary items of interest or need for the betterment of the League.
9. Term of Office: The Operations Director’s term of office shall be one year.