| Churchland Soccer League | Churchland Soccer League  Position Description  **Board of Directors: Registrar**  ***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 REGISTRAR**

The Registrar reports to the Vice President of the CSL Board of Directors. The Registrar shall verify player birth certificates, maintain a list of volunteers, and oversee KidSafe/Risk Management background checks and SafeSport Certification compliance.

**Specific Duties of the Registrar:**

1. General: Verify all birth certificates via either the SportsConncect system or in person, and, if necessary, assist registrants in the uploading of birth certificates to the SportsConnect system. Maintain and update, each season, a list of volunteers from the registration forms data through SportsConnect and retain a current list of volunteers at all times. Oversee KidSafe/Risk Management and SafeSport Certification to ensure compliance of the CSL Board of Directors and its Staff, all registered team coaches, Advanced and Travel/Select Team Managers prior to the start of each season, which must be completed every 365 days, and track compliance dates for record keeping. Submit a report each season of Recreational Player Data, including Advanced players, to VYSA or the required governing body in a timely manner.
2. Meetings: Attend all meetings of the League, as well as annual, special, and general meetings.
3. Financial: Coordinate and manage KidSafe/Risk Management funds and ensure timely coordination with the Board of Directors.
4. 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 CSL.
   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.
5. 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.
6. Term of Office: The term of service shall be one year, but not more than two (2) years consecutively in the same position.