| Churchland Soccer League | Churchland Soccer League Position Description**Board of Directors: President*****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 PRESIDENT**

The President is the Facilitator of the Club and its operations and shall be the chief executive officer of the corporation and shall supervise and control the affairs of the corporation and the activities of the officers. The President will chair Board of Directors meetings and all Committee meetings when present unless handed over to another Board Member. The President will serve as an Executive Officer of the organization, along with the Vice President. The President shall represent the Club in all endeavors regarding soccer and the operation of the Club and is authorized to enter into agreements and contracts representing CSL when specifically approved by the General Board. The President shall represent the Club as the liaison to the City of Portsmouth. He or she shall perform all duties incident to his or her office and other such duties as may be required by law, by the Articles of Incorporation, or by the Bylaws, or which may be prescribed from time to time by the Board of Directors. He/she shall also act as Chairman of the Club Adjudication Committee, with voting authority that shall only be exercised in the event of a tie amongst the board. The exception to this rule will be in the event that the issue before the committee causes a conflict of interest as determined by the committee. In this event, the Vice President shall recuse him/herself and the President shall appoint a temporary chairman.

**Specific Duties of the President:**

1. General: Serve as the Chief Executive Officer of the League. Have general charge and supervision of the administration of the affairs and business of the League subject to the By-Laws. Provide strategic focus and vision for the League. Ensure a business plan/budget for the operation of the club is presented to the General Board for approval at the first scheduled board meeting for each season. Ensure the effective action of the board in governing and supporting the club, and oversee board affairs. Work with Board members to gain consensus on key initiatives for successful implementation. Submit to the Board plans and suggestions for the activities of the League. Perform such other duties as may be assigned periodically by the Board. The President may delegate any of his duties to other members of the Board.
2. Community: Speak to the media and the community on behalf of the League; represent the League in the community.
3. Meetings: Develop agendas for meetings in collaboration with Board members. Preside at all meetings of the board. Ensure agendas are provided to the Board at least one week ahead of the meeting for review. Ensure monthly meetings are held regardless of an agenda.
4. Committees: Empower and delegate areas of responsibility to other Board members and Operating Committees for successful, timely completion, in alignment with their assigned position. Expect all Board members, Committee members, and staff persons assigned to a duty to provide a report and communicate effectively and timely with the President during their terms of service. Entitled to attend the meetings of all committees.
5. Board Affairs: Ensure that Board matters are handled properly, including preparation of pre-meeting materials, committee functioning, and recruitment and orientation of new board members. Except as otherwise expressly provided by law, by the Articles of Incorporation, or by the By-laws, the President shall, in the name of the corporation, execute such deeds, mortgages, bonds, contracts, checks, or other instruments, which may from time to time be authorized by the Board of Directors or fall within the limits allowed by the By-laws as executable by the President without a majority vote of the Directors. Sign and execute all legal documents and instruments in the name of the League as authorized by the Board. Work to protect the rights of all members and seek legal counsel when needed. Protect the members from frivolous or dilatory actions or motions from any member, including a board member, and also from any action that shall delay business or impede the organization or any attempt to push an action through without exercising due diligence and following the democratic process as outlined in the By-laws or required by law. Communicate with, and appoint as necessary, an accountant and any legal representatives on behalf of the organization.
6. Paid Positions: Have the authority to negotiate and terminate all paid positions. These selections shall be approved by a majority vote of the Board of Directors. Keep the Board of Directors apprised of matters related to positions and ensure that the goals of the Board of Directors are carried out.
7. Financial: Following the Treasurer’s lead to ensure that an audit of the club finances is performed as required by law. Sign bank account documents as needed to be a signer on the account and determine who else should be a signer. Ensure all IRS and other legal responsibilities are followed through upon in a timely manner.
	1. Checking Account: A Community checking account is established for the Churchland Soccer League, which requires Board approval for the type of account and the designated bank. All funds will be deposited into checking unless otherwise designated by the Board. All checks issued will require a bill or a receipt for expenses. Concessions funding will be authorized as an advance, receipts supplied after purchase for cost accounting, or made as a purchase through the CSL bank card as authorized by the Board. Checks written in excess of $500 require approval by the Board. Deposits of greater than 225 items pr month incur additional costs from the bank; efforts shall be made to limit the number of deposits per month below the minimum (deposit in savings). Transfers from checking to savings require the Board’s approval. Any investment for long-term growth or other investment requires Board approval.
	2. Savings: Deposits into savings require board approval. Designated fundraiser splits for deposits are designated by the Board (50/50 checking/savings for revenue).
	3. Fundraising: All fundraising checks shall be received and prepared for deposit. Checks will be deposited in order from the largest amount to the smallest. All fundraising committees will provide a description of their fundraising enterprise, the processes involved, a list of committee members, and a record of all activities and transactions.
	4. Board Member Travel Expenses: Reasonable travel expenses of Board members incurred in attending training and/or meetings of state or national associations shall be approved in advance by the President for amounts less than $250 or by vote of the Board for amounts exceeding $250 per member.
8. 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.
9. Voting: The President has voting authority but shall only exercise that authority in the event of a tie vote amongst the board. The President’s vote/opinion on an item of discussion or vote, in all matters, may be presented, and shall be recorded in the minutes as the President’s position on the matter, however, will only count in a vote tally when needed for a tie break.
10. Set up Contract and Order Uniforms for Recreational Teams: With the assistance of the Recreational Commissioner, set up and/or retain a contract with Score Sports or like company to ensure we maintain the quality of product, pricing, and communication. Order uniform kits for all Recreational Teams for both the Fall and Spring seasons no later than 2 months before the season start date.
11. City Liason: With the assistance of the Vice President and/or Secretary, communicate with the City of Portsmouth Parks and Recreation regarding care of fields, contracted usage, trash pick up, mowing & lining, port-o-johns, light tower/lights, and all other seasonal business. Log and send the end-of-year reports for reimbursement of paid Recreational Referee usage to include Recreational matches for U3/4, U5, U6, U7, U8, U9/10, U11/12 and Advanced (Rec) matches for U9. U10, U11, U12, U13, U14, U15, U16, U17, U18. and U19.
12. Facilitator, Recreational Game Schedules, & Interleague Play: Work alongside the Recreational Commissioner, Facilitator Coordinator, and Technical Director to set game schedules and training sessions for both Fall and Spring Recreational and InterLeague seasons. Follow up at the end of the season of Interleague play and pay invoices to the referee assignor.
13. Travel/Elite Play: Work alongside the Travel Commissioner and the Technical Director to complete all necessary Travel League documents/websites to assist in Billing, Registration, etc. for all Travel teams.
14. Equipment: Work alongside the Operations Directors, Technical Director and League Commissioners to set up and order all necessary equipment for each season as needed. This should include, but is not limited to, balls, pinnies, flags, cones, nets, goals, first aid supplies, etc.
15. Term of Office: The President’s term of office shall be one year.