| Churchland Soccer League | Churchland Soccer League  Position Description  **Board of Directors: Secretary**  ***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 SECRETARY**

The Secretary is the gatekeeper of current and historical records of the Board. The Secretary also serves as the communications hub of the Board. The Secretary shall serve as a member of the Executive Officers, in accordance with actions approved by the Board. Responsibilities include, but are not limited to recording and archiving pertinent club data, assisting the Executive Officers with organizational and planning needs, and assisting Operational Committees with organizational and planning needs.

**Specific Duties of the Secretary:**

1. General: In general, perform all duties incident to the office of Secretary and such other duties as may be required by law, by the Articles of Incorporation, or by the By-Laws, or which may be assigned from time to time by the Board of Directors.
2. Meetings: See that all notices are duly given in accordance with the provisions of the By-Laws or as required by law.
3. Correspondence: Handle all correspondence, including notices of all meetings, condolences, and congratulations, as needed and at the request/direction of the Executive Officers or by a vote of the Board.
4. Minutes: Prepare, sign and maintain minutes of all meetings of the Board and the League.
5. Records Management: Maintain all files of the League. Documents shall remain confidential and protected under Board supervision.
   1. Record and archive pertinent club data within Minutes, Contracts, Policies, Leases, and Contacts.
   2. Keep on record copies of the correspondence of the League.
   3. Certify and keep at the principal office the Articles of Incorporation, By-Laws, and Amendments thereto.
   4. Ensure documents are filed in cooperation with the President of the Board, all reports are submitted as required by law, including the annual report of the Corporation to the State Corporation Commission.
   5. Keep at the office of the corporation or at such other place as determined by the Board of Directors, a book of corrected and approved minutes of all meetings of the directors, and if applicable, meetings of committees of directors and of members, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof.
   6. Be custodian of the records and of the seal of the Corporation and affix the seal, as authorized by law or the provisions of the By-Laws, to duly executed documents of the Corporation.
   7. Exhibit at all reasonable times to any director of the Corporation, or to his or her agent or attorney, on request therefore, the By-Laws, and the minutes of the proceedings of the directors of the Corporation.
6. 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.
7. 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.
8. Term of Office: The Secretary’s term of office shall be one year.