| Churchland Soccer League | Churchland Soccer League  Position Description  **Board of Directors: Vice 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 VICE PRESIDENT OF ADMINISTRATION**

The Vice President of Administration serves as an Executive Officer of the organization, along with the President. The Vice President will preside at meetings of the Board of Directors in the absence of, or request of the President. The Vice President shall perform other duties as requested and assigned by the President, subject to the control of the Board of Directors.

**Specific Duties of the Vice President of Administration:**

1. General: Serve as an Executive Officer of the League. The Vice President shall perform the duties of the President in the absence, inability, or refusal of the President to act, or if the Board of Directors determines that the President is unable to continue performing the duties of the office. When performing the duties of the President, the Vice President shall have all the powers and be subject to all the restrictions of the office of the President.
2. Additional Duties: The Vice President shall perform such additional duties as are from time to time assigned by the President or the Board of Directors. Have general charge and supervision of the operational committees of the League subject to the By-Laws. Help build strong community relationships. Maximize the club’s operating performance. Help achieve the club’s financial goals. Work with Board members to define and execute the mission. Communicate and collaborate with Board Members regularly about Board affairs to keep the League running smoothly. Perform such other duties as may be assigned periodically by the Board or delegated by the President.
3. Community: Speak to the media and the community on behalf of the League; represent the League in the community.
4. Meetings: Preside at meetings of the board in the absence of the President.
5. Mail: Access the post office box, in the absence of the President, for CSL mail and distribute accordingly.
6. Committees: Oversee Operating Committees for successful, timely completion, in alignment with their assigned position: Registrar, Webmaster, Concessions Manager, Facilitator Coordinator. Work with all Board members, Committee members, and staff persons assigned to a duty to provide a report and communicate effectively and timely during their terms of service. Entitled to attend the meetings of all committees.
7. Board Affairs: Assist the President in ensuring that Board matters are handled properly, including preparation of pre-meeting materials, committee functioning, and recruitment and orientation of new board members. Work to protect the rights of all members and seek legal counsel when needed. Meet with new incoming board replacements and give a thorough turnover (notes, books, electronic files, etc).
8. Financial: 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 the checking account 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 per month incur additional costs from the bank; efforts shall be made to limit the number of deposits per month below the minimum for both the checking or savings account as appropriate. 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.
9. 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.
10. 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.
11. 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.
12. Term of Office: The Vice President’s term of office shall be one year.