

Board of Director Duties

The Board Of Directors (BOD) of Umpqua United Soccer Club is comprised of volunteer members from the local community. The board meets on a monthly basis to conduct the business of the club. These meetings are open to the public. A special meeting is held each year to elect new officers for open positions within the BOD.

Board Members & Responsibilities

President

- Preside and act as chairperson at board meetings
- Review and approve board meeting minutes for distribution to league
- Sign contracts
- Represent club for allocations of community field space
- Oversee solicitations of community organizations for funding, assistance, and cooperation – subcommittee
- Coordinate activities among staff and other board members
- Communicate with the community regarding the club programs
- Represent the club at OYSA meetings
- Serve as a point of contact for OYSA and distribute correspondence
- Oversee all other roles & responsibilities of board and subcommittee members.
- Direct and coordinate sponsorship and associated contracts
- Maintain the club annual calendar
- Facilitate any and all communication with any entity as requested by the Board of Directors
- Maintain and submit contracts and all other applicable applications with appropriate entities.
- Obtain insurance certificates as needed from OYSA

Vice President

- Represent the club at OYSA meetings (backup)
- Serve as point of contact for OYSA and distribute correspondence (backup)
- Facilitate Tryouts
- Maintain and keep current the club's Bylaws
- Incorporate changes in OYSA rules into the Club's Rules & Regulation Documents
- Maintain and update the club's Rules and Regulations Document from meeting minutes
- Assist webmaster with maintain the club annual calendar
- Website updates

Board Secretary

- Attend and keep minutes of all board meetings
- Attend all special club meetings and keep minutes upon request
- Transcribes and distributes minutes one week prior to each board meeting
- Uploads and keeps records of all meeting minutes

Treasurer

- Keep full and accurate accounts of receipts and disbursements
- Make books and accounts available to any members of the board
- Coordinate with external CPA to file the annual tax return
- Arrange for an annual independent audit of the financial records
- Facilitate creation of program budgets at the beginning of each program year
- Provide and present monthly financial report at each board meeting

Committees

Executive

Made up of the executive positions (president, vice president, secretary, and treasurer) the executive committee may meet separately to work on specific tasks, serve as advisory to the rest of the board and the Executive Director, and take the lead on important decisions. Some of the tasks they may undertake include:

- Writing or amending the bylaws
- Setting an annual schedule of meetings
- Setting meeting agendas
- Creating a budget draft
- Recruiting, nominating, hiring, and evaluating the Executive Director
- Ensuring that board members receive ongoing education and information about their roles and responsibilities.

Fundraising

A fundraising committee oversees the fundraising activities for the organization. This committee may be made up of board members, staff, and other community volunteers. They work closely with staff members to:

- Develop a fundraising strategy and plan with goals that are aligned with the annual budget.
- Plan and oversee fundraising events
- Plan and oversee annual giving campaigns
- Assist with donor engagement and development activities including ensuring proper acknowledgement of donations.

Finance

The finance committee works with organization staff to create, approve and monitor the annual budget. The treasurer will always be a part of this committee and is responsible for producing financial reports. The committee tasks may include:

- Oversee annual budget preparation and approval
- Monitor income and expenses against the approved budget.
- Reporting budgetary concerns, irregularities, and opportunities to the board of directors
- Reviewing grant and other funding opportunities and ensuring that funds received are used in accordance with the grant agreement
- Ensure that financial reports provided to the board are accurate, timely and provide necessary information to make prudent decisions.
- Ensuring that an annual audit is carried out
- Establish and review financial policies in accordance with standard accounting practices.
- Making decisions on establishing a reserve fund, obtaining a line of credit, or making short or long-term investments.
- Ensure that risk management policies and procedures are in place
- Review insurance policies to ensure proper coverage.

Board Development

The board development committee is responsible for recruiting, nominating, and onboarding new board members. Tasks include:

- Understanding board requirements set by the bylaws
- Identifying board priorities and gaps in skills, experience, or positions.

Ad Hoc

Ad Hoc Committees are not permanent or ongoing but are created to serve a specific purpose for a specific amount of time. These may include:

- **Specific Fundraising Events or Appeals** to oversee planning and execution
- **Audit** to select and work with the auditor to carry out the annual financial review.
- **Personnel** to draft policies and job descriptions. It may also be responsible for researching and approving salary and benefit packages. They may establish and oversee the process for staff grievances with the Executive Director.
- **Public Relations**
- **Site or Capital Campaign** established when an organization is looking to move to a new location or raise funds for building improvements or construction.

Member at Large/Organization Roles

Director of Coaching

- Work with
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- coordinators to organize try-outs for competitive programs
- Organize and run various clinics for coaches and players throughout the year
- Attend UUSC board meetings
- Work with OYSA (as needed) to understand rule changes
- Attend or run a practice for each UUSC travel team
- Provide feedback to the board regarding coaching issues
- Assist with new coach selection and approval
- Facilitate setting up of coaching license courses for the UUSC coaching contingent

Director of Competitive Programs

- Determine availability and interest of players
- Recruit new coaches
- Organize try-outs for competitive programs
- Review coaches' performance and provide feedback
- Approve coaches' team assignments and roster decisions
- Create and maintain team rosters in UUSC & OYSA databases
- Coordinate & schedule competitive team pictures
- Coordinate & facilitate registration for end of season competitive tournaments
- Work with OYSA in organizing the club's travel league game schedule, allocating fields for such and resolving conflicts.

Director of Recreational Programs

- Determine availability and interest of players
- Recruit and assign new coaches and referees
- Coordinate all activities among coaches of recreation teams
- Oversee team selection process
- Develop schedule of recreation games
- Coordinate uniforms for the recreation programs; including ordering and distribution
- Coordinate and schedule recreational team pictures
- Coordinate and facilitate end of season tournaments

Registrar

- Coordinate with administrative director facilitation of registration processes for all programs.
- Coordinate with administrative director to update registration information on UUSC website
- Assist with monitoring program registrations and troubleshoot registration errors
- Ensure proof of birth is obtained for all travel players
- Print all player passes and rosters
- Ensure all coach and volunteer have registered in UUSC database
- Ensure all persons associated with our programs have properly completed the risk management process
- Report player registrations statistics to board of directors and lists to coaches as necessary

Equipment Coordinator

- Maintain inventory levels of coaching, referee, first aid, and field supplies for travel and recreation programs
- Present equipment purchasing needs to board of directors for approval
- Facilitate ordering of new supplies and equipment; such as goals, nets, and other major field related items for travel and recreation program
- Responsible for organizing coordinating equipment preparation and distribution at the beginning of each season to coaches for both recreation and competitive programs.
- Responsible for organizing and coordinating equipment return at the end of each season from coaches for both recreation and competitive programs.
- Responsible for coordinating recreation and competitive program equipment being put away in storage room
- Responsible for coordinating the washing of pennies and storing in tote for next season

Field Coordinator

- Represent club for all allocations of community field space, as needed
- Ensure maintenance of league run fields
- Maintain documents describing the inventory of outdoor fields available
- Create & maintain maps of field layout
- Work with directors of recreation and competitive e to plan and allocate field space for all program games and practice schedules
- Maintain or coordinate maintenance of field lines
- Installing and removing goals and nets at the beginning and end of each season

Recreational Game Coordinator

- Create game schedule including UUSC teams and community teams based on availability of fields
- Website
- GameChanger

Website/Social Media Coordinator

- Facebook
- Instagram

Volunteer Coordinator

- Responsible for volunteers for whatever is needed

Concession Coordinator

- Responsible for volunteers for concession schedule
- Responsible for shopping and ordering of inventory for stand