

ARTICLE VII – EXECUTIVE BOARD

SECTION 1 - Officers

The Executive Board shall be composed of the following FME Officers:

1. President - Elected
2. 1st Vice President / VP of Administration - Elected
3. Vice President of Communications - Elected
4. Vice President of Competition - Elected
- ~~5. Technical Director - Elected~~
6. Secretary - Elected

Treasurer – Appointed

ARTICLE VIII – BOARD OF DIRECTORS

SECTION 1 - Officers

The Board of Directors shall be composed of the Executive Board and the following elected FME Officers:

1. Club Scheduler
- ~~2. Club Registrar~~
3. Business Development Chair
4. Fields Maintenance Chair
5. Equipment Chair
6. Uniforms Chair
7. Webmaster

SECTION 4 - Responsibilities of Officers

7. **Director of Coaching** – The Director of Coaching (DOC) shall manage the on-field Recreational and Select Programs of the Club. The DOC is responsible for providing both on field and administrative support for the Club’s programming, including coaching development and education, player evaluations, development and tryouts, team training, academies, clinics and camps. The DOC will report to the Director of Competition and be a non-voting member of the Board of Directors.
 - The Director of Coaching will hold a 2-year contract.
 - The position will receive an annual compensation per their contract that will be paid monthly.
 - Compensation will be re-evaluated every two years.
 - A formal contract will be drafted outlining performance requirements and expectations.
 - The Director of Coaching will serve as a non-voting member of the Board.
 - The responsibilities of the DOC shall include, but not be limited to, the following:
 - a) Assist in the organizing, scheduling, evaluation and placement of players within the Club’s system
 - b) Provide oversight and instruction for FMESC academies and camps, organize and supervise as required for successful experiences
 - c) Work directly with Club coaches to provide training assistance, at team training sessions as well as at coaching clinics, and act as a resource for coaching education
 - d) Organize and supervise seasonal player evaluations and tryouts; e) Observe training sessions and provide feedback to Club coaches
 - e) Observe league matches and provide feedback to Club coaches
 - f) Fill in for Club coaches at training sessions and/or matches when/if necessary
 - g) Maintain the FMESC library of educational materials for coaches and players and make these materials available online to the coaches and players
 - h) Meetings: 1 = Attend monthly Board Meetings, 2 = Attend Annual General Meeting, 3 = Host 2 coaching meetings each year

- i) Keep the Club informed of coaching clinics offered by WSYSA or other reputable organizations
- j) Maintain a list of independent contractors available for use by the Club, teams, and players
- k) Maintain a list of current coaching certifications to help ensure the proper level of license for the age
- l) May appoint a Select Tryout Coordinator to assist with Select tryouts and the Select program
- m) May appoint a Recreational Program Coordinator to help assist with the Recreational program

1. **Club Registrar (Paid Contract Position)** The Club Registrar serves as the custodian of all player and team registration records and is responsible for registering players and Member Teams with FME and any affiliated organizations. This role will be structured as a paid, contracted position with the following terms:

- The Registrar will hold a 2-year contract.
- The position will receive an annual compensation per their contract that will be paid monthly.
- Compensation will be re-evaluated every two years.
- A formal contract will be drafted outlining performance requirements and expectations.
- The Registrar will serve as a non-voting member of the Board.
- The responsibilities of the Registrar shall include, but are not limited to, the following:
 - a) Prepare and distribute registration information and materials in a timely manner to insure proper establishment of teams, and proper registration of players, subject to the advice and approval of the Executive Board;
 - b) Review completed registration documents for accuracy and completeness;
 - c) Notify any player or Member Teams that has submitted registration documents that are not in compliance with the registration criteria as established by the Executive Board;
 - d) Verify proof of age in accordance with WSYSA guidelines or, when appropriate, the guidelines of other organizations;
 - e) Register players in accordance with FME WSYSA, and other associations' rules and regulations;
 - f) Provide player cards, team rosters and similar documents in a timely manner to Member Teams, WSYSA, and to other organizations when so requested by Member Teams
 - g) Verify that all Members and Associate Members are in compliance with WSYSA Risk Management, SafeSport, and other requirements and certifications if they are subject to such requirements;
 - h) File an Annual Report with the Secretary no later than the Annual General Meeting; and,
 - a. Prepare and update standard operating procedures for each Committee.