

Appendix B

Job descriptions

President

- 1) To make such reports and recommendations to the Board of Directors of Directors and to the association at any regular or special meetings concerning the work and affairs of the association
- 2) To require such reports from any office of the Board of Directors of Directors, Chairperson of a committee or independent contractor as he/she feels necessary
- 3) To sign such papers as may be required by this office or as directed by the Board of Directors of Directors
- 4) To perform such duties as may be incidental to the office
- 5) To be directly responsible for coordinating the activities of the members of the Board of Directors
- 6) To appoint the association's official representative to OHTSL
- 7) In conjunction with the Secretary, is required to make the meeting agenda available on the website at least one week in advance of a meeting.

Vice President 1

The 1st Vice-President shall perform the duties of the President in case of his/her absence, resignation, or inability to act.

- 1) Serve as a member of the Player/Coach Development Committee
- 2) Organize and chair a Disciplinary Committee if one becomes necessary
- 3) To provide yearly reviews of the Director of Coaching to the Board of Directors
- 4) To negotiate and recommend contracts for all independent contractors, with all contracts being approved by vote of the Board of Directors
- 5) To perform any duties assigned by the Board of Directors
- 6) Is responsible for appointing all league commissioners

Vice President 2

- 1) To be responsible for appointing field, equipment, and referee commissioners
- 2) To be responsible for scheduling fields for practices/games through both Bath and Richfield parks departments as well as Revere athletic department.
 - This includes a fair amount of work communicating with coaches and finding time/space for all fields
 - Communication with the parks throughout the season for issues related to: Field conditions, flag storage, etc.
 - Communication with DOC and/or coaches regarding field closures
 - Confirming field playability during rainy seasons (aka every spring!)

- 3) Checking field equipment (goals, nets, flags) and coordinating replacements or repairs
- 4) Is a member of the player/coach development committee
- 5) To perform any duties assigned by the Board of Directors

Secretary

- 1) To issue, in writing, all notices of regularly scheduled meetings to the club members
 - Coordinates with Board of Directors and DOC on what needs discussed
 - Prepares and sends agenda for monthly meetings
- 2) Prepares and sends all correspondence and mailings required by the organization
- 3) Keeps minutes of every meeting of the association and makes available for review on the website one week prior to each meeting
- 4) Oversees advertising efforts
- 5) Manages the info@RSC email box
- 6) Coordinates communication with parent managers
 - Works with registrar to update parent manager handbook
 - Assists parent managers with completing requirements to get carded
 - Assists parent managers throughout the season with adhoc requests, including setting up team app, rescheduling games, etc.
 - Communicates updates from the Board or DOC to parent managers throughout the season
- 7) Coordinates community outreach with other organizations such as ACFC and Cleveland Crunch
 - Leads the advertising/coordinating efforts on events held in partnership with those groups
- 8) Assists on the Team Formation Committee
 - Creating tables looking at various ways to divide the teams
 - Assists coaches in recruiting new parent managers when needed
- 9) Is a member of the nominating committee
- 10) Is the manager of the RSC bank account, responsible to go to the bank in person and add any new signers on to the account.
- 11) To perform any duties assigned by the Board of Directors

Treasurer

- 1) To collect all monies due the association
- 2) To pay all approved expenses of the association
- 3) To keep a detailed record of account for income / expenditures and present a report at each monthly meeting
- 4) To maintain at least one checking account in an FDIC approved bank, with authorized signatures being the Treasurer, President, Vice Presidents, or any member of the Board of Directors of the association
- 5) To perform any duties assigned by the Board of Directors

Picture Manager

- 1) Works with a photographer to coordinate picture day each fall season, including creating an organized schedule
 - Responsible to coordinate the distribution of information about picture schedule, purchasing information, and timeframe for receiving pictures back (as available)
 - Coordinates the distribution of the photos once they are received

Uniform/ Trophy Manager

- 1) Coordinates uniform contracts for the association
 - Includes coordinating uniforms for both travel and academy programs
- 2) Coordinates purchase of all trophies and medals for the organization
 - Purchases metals for academy, and arranges for their delivery to Saturday academy
 - Purchases trophies for travel teams winning their divisions, and arranges for their delivery to the team coach/manager
 - Includes submitting OHTSL reimbursement form by deadline

Marketing Manager

- 1) Responsible for PR, advertising, and Facebook administration
- 2) Works closely with the Web Guru and the rest of the board to answer questions and present a unified message
- 3) Manages advertising for RSC through emails, Facebook, Flyer Place, etc.
- 4) Creates flyers to promote RSC annual events and special events
- 5) Sends all-club emails on behalf of the board

OHTSL Representative

- 1) The OHTSL rep is appointed by the president
- 2) Must attend monthly OHTSL meetings or if unable to attend, find a suitable replacement
- 3) Is responsible for taking minutes at these meetings and reporting back the RSC at their next Board of Directors meeting
- 4) Rep is empowered to vote on behalf of the RSC at the OHTSL meeting
- 5) Will be responsible for taking RSC issues to the OHTSL meetings
- 6) To perform any duties assigned by the Board of Directors

Scheduling Commissioner

- 1) Responsible to receive coaches' conflicts, and work with opposing communities to create teams' schedules by utilizing OHTSL's online scheduling system
- 2) Assists coaches and parent managers with rescheduling games throughout the season
 - Requires coordination between teams /coaches from RSC and opponents

Registrars (Registrar and Web Guru)

- 1) To be responsible for the registration of all teams playing in OHTSL
 - This includes following up with parents, coaches and parent managers on requirements (ex: birth certificate, pictures, training completion and background check).
- 2) To be responsible for the registration of all in house teams with US Club
- 3) To distribute registration materials to players prior to registrations and to the Coach/Team Manager after registration
 - This includes making updates to parent manager handbook and coordinating parent manager folder creation and delivery (printing rosters and ID cards, confirming all paperwork is up to date and accurate and distributing money envelopes provided by the treasurer)
- 4) To be responsible for submitting any paperwork/statistics to OHTSL or US Club
- 5) Assists with tournament registration and other adjustments as needed
- 6) To Perform any duties assigned by the Board of Directors

Academy Commissioners

Position Descriptions to be updated and shared prior to spring season