



PSC
P.O. Box 1548
Pottstown, PA 19464
www.pottsgrovesoccer.com

Pottsgrove Soccer Club (PSC)

Equipment Manager

PSC Volunteer Board Member Description:

Authority and Responsibility:

The PSC Board is the legal authority for the Pottsgrove Soccer Club (the "corporation"). As a member of the Board, one acts in a position of trust for the entire soccer community and is responsible for the effective governance of the organization.

Requirements:

Requirements of Board Membership include:

- Commitment to work for the organization.
- Knowledge and skill in one or more areas of Board Governance: policy, finance, programs, personnel, and advocacy.
- Willingness to serve on committees
- Attendance at monthly Board meetings.
- Attendance at meetings of assigned committees.
- Support of special events.
- Support of and participation in fundraising or marketing events.

General Duties:

The Equipment Manager is considered Director of the Board. A Director is fully informed on organizational matters and participates in Board Deliberations and decisions in matters of policy, finance, programs, personnel, and advocacy.

The Director must:

- Perform all duties imposed on them collectively or individually by law, by the Articles of Incorporation, or by the By-Laws of the club.
- Vote to elect, appoint and remove, employ and discharge, and except as otherwise provided by the By-Laws, prescribe the duties and fix the compensation, if any, of all officers, agents, and employees of the corporation.
- Supervise all directors, agents, and employees of the corporation to assure their duties are performed properly.
- Meet at such times and places required by the By-Laws.
- Register his/her contact information with the PSC Secretary; notice of meetings by phone, email, or other electronic means to him/her via their contact information shall be valid notice thereof.

PSC Board Member - Position Specific Description:

Term:

The Equipment Manager is elected by the Executive Board annually, during Executive Committee session of the board. The Equipment Manager serves for a one year term and may be released at the end of the elected term, by resigning or according to the PSC By-Laws.

Specific Duties:

- The Equipment Manager will work closely with the Coordinators and Field Managers to ensure that sufficient quantities of equipment are available for distribution and field equipment is available for scheduled events.
- Recommend purchases to ensure a sufficient quantity of additional and replacement equipment is available for all recreational teams.
- Maintain an accurate inventory of all equipment during and between playing seasons (e.g., balls, bags, cones, pinnies, pumps, goalkeeper gloves, etc.).
- Ensure that all equipment is functional and ready for distribution (including washing all pinnies and goalkeeper shirts after the season).
- Pack and distribute all coach bags with appropriate equipment for each age group/team prior to the advent of each season.

- Develop a tracking system for equipment distributed to coaches
- Receive and inventory all returned coaches' bags at the end of the season.
- Work with Tournament Director on trophy and award requirements. (if we continue to have Tournament events)
- Attend monthly scheduled Board meetings and provide monthly Equipment Director Board report.
- Perform all duties incident to the office and such other duties as may be required by law, by the Articles of Incorporation, or by these By-Laws or which may be assigned to him or her from time to time by the Board of Directors.

Time Commitment:

10 – 15 hours per month