



PSC  
P.O. Box 1548  
Pottstown, PA 19464  
[www.pottsgrovesoccer.com](http://www.pottsgrovesoccer.com)

## **Pottsgrove Soccer Club (PSC)**

### ***Intramural Director***

#### **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 Intramural Director is considered an Officer on the Board. An Officer is fully informed on organizational matters and participates in Board deliberations and decisions in matters of policy, finance, programs, personnel, and advocacy. Other Officer positions include: President, Vice President, Treasurer, Secretary, Registrar, and Travel Director, these seven (7) positions also make-up the Board's Executive Committee.

The Officer 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 Intramural Director is elected by the Executive Board bi-annually, during Executive Committee session of the board. The Intramural Director serves for a two 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 Intramural Director of the corporation shall:

- Oversee the organization of the boys and girls Intramural and Recreational Programs.
- Oversee the appointment of a U4/U6 Coordinator, U8/U10 Coordinator, and SCSL Intramural Coordinator.
- Oversee the recruitment of coaches for each boys and girls team.
- Assist PSC Registrar with Fall and Spring registrations and financial aid applications.
- Organize both the Fall and Spring PSC Coaches Meeting with other Program Directors.

- Coordinate practice scheduling for each team with the help of the Field Scheduler.
- Coordinate end of season ceremonies with age coordinators and coaches.
- Manage the player and coach evaluation process; recruit coaches to assist with field evaluations.
- Report progress/challenges of the Intramural and Recreational program activities to the Board of Directors.
- Attend all required PSC Meetings.
- Serves as an Officer of the Executive Committee.
- Appoints all subcommittees as an Officer of the Executive Committee.
- Perform all duties incident to the office of the Intramural Director 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:**

15 – 20 hours per month