



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

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

### ***Newsletter Editor***

#### **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 Newsletter Editor 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 Newsletter Editor is elected by the Executive Board annually, during Executive Committee session of the board. The Newsletter Editor 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:**

- Determine format, planning and content of the monthly PSC Newsletter.
- Gather and prepare copy of PSC newsletter which may include fundraising news, information about teams and committees, various soccer related information and written information provided by board members as well as photos, etc.
- Proof, read, and copy newsletter for comment at the monthly PSC Board meeting.
- Encourage committees, board members, coaches, etc. to submit news and articles.
- Have a supply of current newsletters at monthly PSC Board Meetings.
- After Board approval submit information to the PSC Webmaster and Secretary for electronic distribution to club members.

**Time Commitment:**

5 - 10 hours per month