



PSC  
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[www.pottsgrovesoccer.com](http://www.pottsgrovesoccer.com)

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

### ***President***

#### **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 President is considered an Officer of 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: Vice President, Secretary, Treasurer, Registrar, Travel Director, and Intramural 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 President is the Chief Executive Officer of the club. He/she is responsible for overseeing the day-to-day operations of the club, primary contact for community relations/communications, as well as the coordinator for all long-range goals. The President is elected by the Executive Board bi-annually, during Executive Committee session of the board. The President 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 President of the corporation shall:

- Direct the monthly PSC Board 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 President 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.

- Coordinates, and assists as needed, the PSC Board and its main Program Areas, including:
  - *Registrar* - seasonal registration, parent/player questions and concerns, VAFs, fees, eligibility, etc.
  - *Recreational Director* – seasonal registration, team management, player/coach concerns, SCSL representation, game/referee schedules, field issues, uniforms, etc.
  - *Travel Director* – seasonal registration, team management, eligibility, tryouts, uniforms, field/games scheduling, league representation
  - *Treasurer* – acts as an “authorized signature” for all financial transactions when needed, works closely with the Treasurer to monitor/maintain the club’s finances and seek out additional fundraising opportunities.
  - *Field Manager* – assists, as needed, in the decision-making of field closures, uses, locations and major equipment.
  - *Snack Bar Manager* – assists, as needed, in decision-making of major snack bar issues, staffing, renovations/repairs and finances (w/Treasurer)
  - *Fundraising/Scholarship Manager* – assists in the coordination of major, club-wide fundraising and selection/awarding of annual HS soccer scholarships.
  
- The President is the main contact with facilities coordination(fields/schools) “owners”, including:
  - LOWER POTTS GROVE TOWNSHIP- all soccer fields and snack bar at Gerald Richards Park, the soccer field at Sanatoga Park, and future soccer fields within the township.
  - UPPER POTTS GROVE TOWNSHIP-soccer field at Hollenbach Park and future soccer fields within township.
  - POTTS GROVE SCHOOL DISTRICT-all buildings for meetings, gyms for indoor practices and possible future field space

**The most important part of being the President is surrounding oneself with good, effective volunteers, especially other Board members who will work “behind the scenes” to carry-out the responsibilities of all club program areas and the constant new recruitment of like minded volunteers).**

The challenge is knowing they have your support, while “empowering” them to do more, while always recognizing their efforts!

**Time Commitment:**

20 – 30 hours per month