



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

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

### *Secretary*

#### **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 Secretary 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, 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 Secretary is elected by the Executive Board bi-annually, during Executive Committee session of the board. The Secretary 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 Secretary of the corporation shall:

- Certify and keep, the original, or a copy of the By-Laws as amended or otherwise altered to date.
- Keep and record the minutes of all Board meetings, Executive Board Sessions, and Committee meetings (as necessary), with details of whether special or regular, how called, how notice thereof was given, the names of those present or represented and the proceedings thereof.
- Be the custodian of all the records of the organization.
- 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 Secretary 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