

Board Responsibilities

revised April 2010

President

- Conduct all OSC meetings
- Appoint & oversee all committees
- Liaison for Orting School District, MRSA (Mount Rainier Soccer Association), District III & WYS (Washington Youth Soccer)
- Enforce order & strict compliance with the bylaws and policies
- Appoint special officers (if needed)
- Create & distribute meeting agenda (must be presented to all board members prior to meeting)
- Sign all vouchers (checks) for payment of bills/expenses (unless the Treasurer is a spouse or significant other and then the Vice President will be authorized).
- Forward to successor all documentation in his/her possession pertaining to duties & actions

Vice President

- Assist with supervision of duties as needed by the President
- In absence of President, will perform duties of the president (assuming & holding all rights & privileges of the office)
- Attend any function to which the President is delegated but is unable to attend
- Forward to successor all documentation in his/her possession pertaining to duties & actions

Secretary

- Take & keep all papers, books & correspondence
- Read, record, prepare & store take all meeting minutes
- Notify board & general members of meetings
- Provide notice to all members on issues as directed by board
- Record the results of all elections/voting
- Publish all approved minutes
- Maintain the bylaws and policies
- Forward to successor all documentation in his/her possession pertaining to duties & actions

Treasurer

- Receive fees, disburse & account for all funds
- Receive, record & deposit all money
- Record & pay all appropriate club bills
- Maintain income/expense ledger
- Monitor expenditures
- Sign all vouchers (checks) for payment of bills/expenses
- Provide monthly financial reports (verbal or written)
- Process are refunds & collect distributed equipment for refunded player (ball, uniform & socks)
- Collect all sponsor monies & create end donation letter
- Prepare & present annual treasurer's report (end of year)
- Keep inventory list of all club assets
- File proper IRS returns & keep current non-profit status
- Forward to successor all documentation in his/her possession pertaining to duties & actions

Registrar

- Update yearly registration software system (Bonzi)
- Player Registration & Refunds
- Registers all U11 & above teams in District III website
- Liaison for MRSA registrar
- Risk Management
- Forward to successor all documentation in his/her possession pertaining to duties & actions

Coaches Coordinator

- Recruit & train all coaches
- Inform coaches of any changes within OSC, MRSA, District III & WYS
- Order & inventory training equipment
- Organize & conduct coaches meetings/clinics
- Forward to successor all documentation in his/her possession pertaining to duties & actions

Fields Coordinator

- Field set-up (i.e. goals, paint/lining, signs etc)
- Maintain fields (i.e. goals, paint/lining, signs, mowing etc)
- Field tear down - end of year (i.e. goals, paint/lining, signs etc)
- Forward to successor all documentation in his/her possession pertaining to duties & actions

Referee Coordinator

- Training, assigning & maintaining a current list of referees
- Supervise referees
- Report to board on all referee activities
- Coordinates with PCSRA (team schedules & referee assignment)
- Works closely with Treasurer & Schedules Coordinator (payment & schedules)
- Forward to successor all documentation in his/her possession pertaining to duties & actions

Schedules Coordinator

- Organize all schedules for OSC teams
- Creates, distributes & maintains practice schedule
- Scheduling U6 & U7 teams/games
- Coordinates with MRSA Registrar to help create U8, U9 & U10 schedules
- Coordinates with District III to obtain U11 & above schedules
- Coordinates with Referee coordinator to get master list & update all home games to make sure there is appropriate referee coverage
- Works closely with Coaches & Referee Coordinator (referee coverage)
- Forward to successor all documentation in his/her possession pertaining to duties & actions