

# **MSC EXECUTIVE BOARD**

# President

1. Preside over all general membership and Executive Board meetings and be responsible for the overall operation of this Association.
2. Represent the Association at the meetings or conferences with other similar organizations.
3. Preside over the Parent Booster Association
4. Be authorized to instruct the Treasurer to issue checks, not exceeding 1,000.00 dollars per check, for emergency expenditures, or those, which he/she considers to be for the good of the Association.
5. Ensure that the Constitution, Bylaws, and Rules and Regulations of this Association are properly adhered to.
6. Appoint a chair persons and oversee the activities of all committees, both standing and special
7. Co-sign approved checks with the Treasurer

# First Vice President

- 1.Coordinate and direct Coach Training and Development (Example NSCAA)
- 2.Develop metrics for Club (player retention/competitive level/hot spots/etc)
- 3.Sponsor and run tournament with Member at Large (Fund raising activity)
- 4.Sponsor and coordinate Vision Committee
- 5.Oversight for amendments to Constitution, Bi-laws, and Rules
- 6.Perform all the duties of the President in his/her absence.
- 7.Perform all other duties designated by the President and/or the Executive Board

# Second Vice President

1. Coordinate and direct player Technical Skill, Training, and Strategy Development
2. Coordinate competitive structure guidance through camps, clinics, and grass roots programs
3. Coordinate and oversee annual tryouts (with Member at large) and talent identification
4. Perform all the duties of the First Vice President in his/her absence.
5. Perform all other duties designated by the President and/or the Executive Board

# Secretary

1. Help to ensure the club membership remains well informed by developing an accurate and frequently updated coaches distribution list, and being the distribution point for all club business to the membership.
2. Maintain communication with club meeting location administrator and ensure all meetings are properly scheduled and communicated.
3. Take accurate minutes of the monthly club meetings and distribute them to membership in a "timely" fashion.
4. Take attendance of membership at club meetings, record a running attendance tally for the year.
5. Be a helpful point of contact for the membership, answering questions when appropriate and giving direction where needed.

# Treasurer

1. Collect all Association monies and deposit same monies into approved bank account(s).
2. Have authority to issue checks; checks exceeding \$1,000.00 per check must be signed by both the Treasurer and either the President or First Vice President;
3. Submit and distribute a complete and comprehensive monthly financial report to the Executive Board and general membership with a copy to remain on file with the Secretary
4. Be responsible, in conjunction with the President, for preparation of any and all Tax returns; and
5. Be responsible for the Annual Budget.
6. To produce, when required by the Board, properly balanced books, receipt books, vouchers, bank statements, and other appropriate financial records.
7. Maintain all licenses, regulatory in order to operate in conjunction with our organization.,

# Township Liaison and Field Coordinator

1. Liaison between the MSC and Township
2. File and Keep track of ALL field permits, meet with Township to prepare fields for the Fall and Spring
3. Contact for the Township when something on ANY of the fields have issues ( ie, sprinklers, mowing, glass on turf, broken goals, lights don't work, etc)
4. Run the Dinner Dance Fund Raiser every year
5. Coordinate with Joe G the Team training schedule
6. Work on Permits with the Board of Education when applicable
7. Game Day person, when issues arise (field wise) I try and get to the field to help remedy the situation

# Member at Large

1. Responsible for performing functions and duties designated by the President and Executive Board.
2. Responsible for developing the brand and Marketing for Middletown Soccer Club.
3. Responsible for oversight and report on field maintenance and ensuring that maintenance is occurring as scheduled/needed.
4. Responsible for Club fundraising
5. Sponsor and run tournament with First Vice President
5. Annual tryouts with Second Vice President