

Oregon Soccer Club

Board of Directors • Job Descriptions

PRESIDENT

- Attends OSC meetings regularly.
- Provides leadership to the Board of Directors.
- Develops agenda for meetings with the Secretary.
- Ensures that Board matters are handled properly, including committee functioning.
- Discusses issues confronting the organization with the Secretary, Vice President, and Past President.
- Guides and mediates Board actions with respect to organizational priorities.
- Annually evaluates the performance of the organization in achieving its mission.

VICE PRESIDENT

- Attends OSC meetings regularly.
- Acts as the President in his/her absence.
- Reports to and works closely with the President to assist in his/her duties.
- Performs other duties as assigned by the President.

TREASURER

- Attends OSC meetings regularly.
- Manages the finances of the organization.
- Ensures financial reports are made available to the Board.
- Annually procures OSC insurance policy.
- Ensures development and Board review of financial procedures and systems.
- Ensures taxes are prepared.

SECRETARY

- Attends OSC meetings regularly.
- Maintains records of the Board and ensures effective management of such records.
- Manages the minutes of the Board meetings.
- Ensures minutes are distributed to members in a timely manner after each meeting including but not limited to the website.
- Captures email content, dates and/or votes pertinent to board discussion, review and decision.

COMMISSIONERS

- Attends OSC meetings regularly.
- Recruits and assigns coaches/team manager for teams for their respective age divisions
- Forms teams for age divisions per WYSA and MAYSA rules
- Ensures Fall and Spring soccer seasons are well coordinated and operate smoothly
- Is responsible for up-to-date Code of Conduct for parents/players/coaches.
- Serves as contact for membership to report any misconduct at games etc...
- Works with field coordinators/coaches to ensure all fields are safe for play.
- Works jointly with team managers when addressing issues/concerns related to coaching.
- Attends MYSA/WYSA Coaches meetings.
- Communicates rule updates to coaches.