

Penfield Strikers Board & Members Role Descriptions

- **President:** This position is a part of the board executive team and is responsible for the day-to-day governance of the club, is the team representative to the league, and is responsible for attending league meetings. The President presides at meetings, set agendas, and creates committees.

Typical activities include:

- Responding to administrative actions
- Assign tasks to members
- Monitor RDYSL website and ensure club adherence to policies
- Promote club activities
- Prepare club wide emails
- Create monthly board meeting agendas
- Ensure timely planning for club activities
- Recruit volunteers for club activities and supporting teams
- Negotiate contracts and be liaison with facilities and coaching support
- Oversee and support critical club processes (AGAS, Little Bolts, Tryouts)

- **Vice President (2):** This position is a part of the board executive team and is responsible for assisting the President in the governance of the club. The VP stands in when the President is absent.
 - The First Vice-President is the senior Vice President and shall perform the duties of the President in his/her absence, and shall also perform such other duties as are usual to the office or as requested by the President. He/she shall supervise the Board elections at the Annual Meeting and serve as the chair of the Nominating Committee.

- The Second Vice-President is the junior Vice President and shall perform the duties of the First Vice-President in his/her absence, and shall also perform such other duties as are usual to the office or as requested by the President and First Vice President.
- **Treasurer:** Responsible for the day-to-day finances of the club (tracking payments, making deposits, paying bills), monthly balance sheet and income sheet preparation as well as an annual budget utilizing Quickbooks. (Tax preparation is handled by a third party and not the responsibility of the Treasurer, but the treasurer supports the tax preparation activities)
- **Secretary:** This position is a part of the board executive team and is responsible for taking attendance at each board meeting, recording minutes of each meeting to be provided to the board, and participate in sub-committees where needed. Monitor club email activity and distributes as appropriate to board and/or members as appropriate.
- **Registrar:** Responsible for tracking annual registration of players, inputting player information to the league, receiving and distributing player passes and adult risk management passes to the teams, coordinating and tracking risk management training.
- **Field Coordinator:** Responsible for scheduling fields for indoor practice and outdoor games. You will be the club liaison with the town about fields. Communicate and coordinate with the Rangers club pertaining to fields and schedules.
- **Coaching Committee Coordinator:** Responsible for annual coaches meeting and helping to recruit, select, and train new coaching staff. Assists in tryout process and promotes training opportunities for coaches. Communicates and coordinates with coaching staff to improve coaching fundamentals and improving coaching capabilities across the club. Support board meetings to

promote coaching level interests and connection to the executive boards.

- **Fundraiser Coordinator:** Responsible for developing club fundraiser ideas and working with team coaches and managers for those fundraising efforts. You may work with the community to solicit donations towards fundraising efforts (corporate sponsorships, wreath sales, United Way, etc.).
- **Uniform Coordinator:** Responsible for researching companies for uniform items and pricing. You will communicate with the club about uniform requirements, coordinate a uniform fitting and order, and track payments and distributions of uniforms. You are also responsible for arranging spirit wear orders 2 – 3 times per year.
- **Equipment Coordinator:** Responsible for maintaining any equipment necessary for each team (benches, game balls, cones, ice packs, etc). Maintain supply of yard signs and pinnies for tryouts. Maintain the sheds at each field location. Order supplies as needed. Coordinate with the field coordinator to hang goal nets before the beginning of each season.
- **Little Bolts Coordinator:** Responsible for running two sessions per year - Fall and Spring. You will secure assistant coaches, communicate with parents, order shirts, and plan weekly soccer related activities for the young players. You will coach each session and serve as a stepping stone to Strikers or Rangers as age permits.
- **All Girls All Soccer Coordinator:** Responsible for coordinating the fall recreational program for the club. Including overseeing registration, payment, team assignments, coach assignments, and t-shirt orders. You will be the onsite contact on game days to ensure smooth play. You will promote involvement of families from recreation programs to Strikers full program.

- **Scholarship Committee Coordinator:** Liaison with the Penfield High School counselor yearly on scholarship application. Communicate out to the club and former U17-U19 teams as deadline approaches each year. Review applicants for the scholarship and with the other committee members select a winner for each of the two scholarships. Present winners to the board and prepare notification letter & awards for each winner.
- **Photo Coordinator:** Secure photographer to take pictures of the players once per year. Have any contact approved by the board before accepting it. Set date/days for pictures to be taken after uniforms arrive for season & coordinate team times with coaches & managers on the picture times. Assist on photo day and delivery of photos.
- **Public Relations Coordinator:** Submitting ads to Penfield Recreation department for the mailings and with any of the local schools. Maintain social media accounts. Based on communication with the Strikers board prepare and send out quarterly club wide emails that describe latest club offerings and updates.
- **Tryout Committee Coordinator:** Responsible for scheduling try-outs, coordinating try-out assistants, compiling try-out results and providing team rostering information to the president and coaches. prep registration folders, staff check in stations during try outs, staff paperwork table at annual meeting.
- **Head Manager:** Responsible for providing guidance and support for all new team managers. Promoting processes and instructing steps for general manager duties. Coordinate and work with team managers to organize out of town tournament (ie. Fort Niagara) logistics such as blocking hotels and other team/club gatherings.
- **Tech Support / Webmaster:** Responsible for maintaining and updating Strikers webpage and webpage content. Opens

registrations as needed for general, AGAS, and Little Bolts. Manages Google Workspace account, email distribution lists, and general maintenance of shared accounts/services.

- **Special Events Coordinator:** Publicize and organize participation in annual Fourth of July parade and annual meeting in October. Coordinate and work with team managers to organize out of town tournament (ie. Fort Niagara) logistics such as blocking hotels and other team/club gatherings. Help coordinate club events such as board member and coach appreciation club night out, fundraising support etc.