

July 30, 2021

To: Penfield Strikers Members

From: Penfield Strikers Board

RE: Board open positions

As we draw nearer the end of the current season, our attention turns to preparations for a new season. With that comes the realization that many positions on our board are occupied by members who are beginning to age out or who have served multiple terms which will leave vacant positions at the end of December. So far word-of-mouth has not seemed to garner any leads for possible board position replacements. Therefore, the board now turns to you. Per the Club By-Laws, each team is responsible to have a representative at board meetings. To ensure the continued success of this club, we need you to find replacements. A list of names will need to be made available for the annual meeting vote, and should be submitted to the current President, Phil Antinarella, by September 1st to fantinarella@gmail.com

Positions that will be available beginning January 1st:

- **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 create committees.
- **Vice President:** 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.
- **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 Quicken. (Tax preparation is handled by a third party and not the responsibility of the Treasurer)
- **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.
- **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.
- **Fundraiser:** 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.
- **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.
- **Scholarship Committee:** 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.