

Eau Claire United Soccer Club

Board of Directors • Job Descriptions

- * All Positions are expected to attend monthly board meetings and regularly check email to keep up-to-date on club matters.
- * All Positions are expected to be involved in two board committees.

PRESIDENT

- Serves as Chief Volunteer of the organization.
- Responsible for maintaining critical outside relationships including, but not limited to: MYSAs, WYSAs and the City of Eau Claire.
- Establishes search and selection committee for hiring Club Administrator.
- Recommends compensation package of Club Administrator.
- Is a partner with the Club Administrator in achieving the goals of the organization.
- Provides leadership to the Board of Directors.
- Develops agenda for meetings with the Club Administrator.
- Ensures that board matters are handled properly, including committee functioning.
- Guides and mediates Board actions with respect to organizational priorities.
- Monitors financial planning and financial reports.
- Evaluates the performance and efficiency of the Club Administrator with respect to the needs of membership.
- Annually evaluates the performance of the organization in achieving its mission.
- Annually reviews matters of governance that relate to the Board's structure, role and relationship to management.

VICE PRESIDENT

- Acts as the President in his/her absence.
- Reports to and works closely with the President to assist in his/her duties.
- Is assigned a special area of responsibility such as membership, media, personnel, try-outs.
- Performs other duties as assigned by the President.

TREASURER

- Manages the finances of the organization including CD renewal as appropriate.
- Ensures financial reports are made available to the Board.
- Annually procures Workers Comp Insurance and ECU insurance policy.
- Provides annual budget to the Board for approval.
- Ensures development and Board review of financial procedures and systems.
- Assists in the selection of an auditor every two years.
- Supervises bookkeeper.
- Oversees the Scholarship Program Committee.

SECRETARY

- 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.
- Supplies newsletter coordinator with any changes to ECU policies for publication.

SAFETY DIRECTOR

- 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 with Club Administrator to provide first aid kits to all teams.
- Provides equipment for training and games to coaches.

MARKETING AND PR DIRECTOR

- Creates and oversees effective marketing avenues with media and via website.
- Creates effective presentations for growth in promoting the ECU summer tournament.
- Creates and oversees objectives of marketing ECU's image and brand.
- Oversees website content.

GIRLS TEAM DIRECTOR

- Liason between all girls teams and the board of directors. Connects with members regularly throughout the season.
- Represents girls teams on the team formation committee as defined by the ECU Team Formation Policy
- Recruits and assigns coaches for all girls teams.
- Determines coach salaries as dictated by ECU policies and within annual budget
- Provides ongoing education to ECU coaches, including specific feedback on coach performance.
- Coordinate bi-annual coaches meeting
- Works jointly with team managers when addressing issues/ concerns related to coaching.

BOYS TEAM DIRECTOR

- Liason between all boys teams and the board of directors. Connects with members regularly throughout the season.
- Represents boys teams on the team formation committee as defined by the ECU Team Formation Policy
- Recruits and assigns coaches for all boys teams.
- Determines coach salaries as dictated by ECU policies and within annual budget.
- Provides ongoing education to ECU coaches, including specific feedback on coach performance.
- Coordinate bi-annual coaches meeting
- Works jointly with team managers when addressing issues/ concerns related to coaching.

AT LARGE - REPRESENTATIVE

COACH DIRECTOR - Not Currently Fulfilled

- Provides ongoing education to ECU coaches.
- Works jointly with team managers when addressing issues/ concerns related to coaching.
- Attends MYSA/WYSA Coaches meetings.
- Communicates rule updates to coaches.

CLUB ADMINISTRATOR

- Manages registration process including setup and payments for all regular season programs, player development and indoor league.
- Manages creation of teams within League One and Affinity.
- Responsible for all in-house MYSA league game scheduling, including field and referees as well as rescheduling processes.
- Schedules club meetings and meeting spaces
- Oversees Uniform and Apparel coordinators.
- Provides onboarding club introduction to all new members.
- Responsible for daily financial transactions and coordination with Treasurer.
- Works directly with referee assignor.
- Executes scholarship opportunities for qualifying members.
- Manages all communication with team managers.