



PSC  
P.O. Box 1548  
Pottstown, PA 19464  
[www.pottsgrovesoccer.com](http://www.pottsgrovesoccer.com)

## **Pottsgrove Soccer Club (PSC)**

### ***Community Relations Manager***

#### **PSC Volunteer Board Member Description:**

##### **Authority and Responsibility:**

The PSC Board is the legal authority for the Pottsgrove Soccer Club (the "corporation"). As a member of the Board, one acts in a position of trust for the entire soccer community and is responsible for the effective governance of the organization.

##### **Requirements:**

Requirements of Board Membership include:

- Commitment to work for the organization.
- Knowledge and skill in one or more areas of Board Governance: policy, finance, programs, personnel, and advocacy.
- Willingness to serve on committees
- Attendance at monthly Board meetings.
- Attendance at meetings of assigned committees.
- Support of special events.
- Support of and participation in fundraising or marketing events.

##### **General Duties:**

The Community Relations Manager is considered Director of the Board. A Director is fully informed on organizational matters and participates in Board Deliberations and decisions in matters of policy, finance, programs, personnel, and advocacy.

The Director must:

- Perform all duties imposed on them collectively or individually by law, by the Articles of Incorporation, or by the By-Laws of the club.
- Vote to elect, appoint and remove, employ and discharge, and except as otherwise provided by the By-Laws, prescribe the duties and fix the compensation, if any, of all officers, agents, and employees of the corporation.
- Supervise all directors, agents, and employees of the corporation to assure their duties are performed properly.
- Meet at such times and places required by the By-Laws.
- Register his/her contact information with the PSC Secretary; notice of meetings by phone, email, or other electronic means to him/her via their contact information shall be valid notice thereof.

### **PSC Board Member - Position Specific Description:**

#### **Term:**

The Community Relations Manager is elected by the Executive Board annually, during Executive Committee session of the board. The Community Relations Manager serves for a one year term and may be released at the end of the elected term, by resigning or according to the PSC By-Laws.

#### **Specific Duties:**

- Establishes and maintains positive relationships with PSC membership and the community.
- Communicates PSC's mission, vision, strategic direction, and accomplishments to members and the community at large.
- Assesses and recommends the best method/tools for communicating various PSC messages to the larger Lower, Upper and West Pottsgrove, as well as the greater Pottstown area communities.
- Coordinates with other Board members to produce advertisements/promotions on behalf of PSC.
- Serve as primary liaison between PSC and various sponsors, potential sponsors, and fundraising consultants, as necessary.
- Identify potential sponsors and establish contact.
- Prepare and distribute letters seeking financial support for PSC programs, activities and facilities.
- Work with the Fundraising Coordinator to secure corporate sponsors and/or donations to the club and on various joint projects involving corporate sponsors.
- Help develop and implement an attractive and successful sponsorship program.
- Work closely with the Newsletter editor and Webmaster to promote various events and ensure corporate sponsor recognition.

- Evaluates the effectiveness of communication tools used and recommends new communication channels when appropriate.
- Serves as liaison between the Board and the Webmaster to ensure PSC communications are effective and timely.
- Perform all duties incident to the office and such other duties as may be required by law, by the Articles of Incorporation, or by these By-Laws or which may be assigned to him or her from time to time by the Board of Directors.

**Time Commitment:**

12 - 16 hours per month