



PSC
P.O. Box 1548
Pottstown, PA 19464
www.pottsgrovesoccer.com

Pottsgrove Soccer Club (PSC)

Director of Program Development

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 Director of Program Development 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 Director of Program Development is elected by the Executive Board annually, during Executive Committee session of the board. The Director of Program Development 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:

- Provides leadership, direction, and vision for player and coach development.
- Creates, contracts, administers, and manages all development programs for the players and coaches.
- Assists in the recruitment of coaches for instructional, intramural, and travel programs.
- Leads and oversees all travel player evaluations as well as coaches evaluations.
- Maintains a working relationship with Eastern Pennsylvania Youth Soccer Association, U. S. Youth Soccer Association, United States Soccer Federation, area club soccer teams, local high schools, local colleges, and professional coaching organizations such as the Philadelphia Union.
- Coordinates coaches and player developmental training with appropriate training partners.

- 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:

5 - 10 hours per month