



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

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

### ***Field Scheduler***

#### **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 Field Scheduler 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 Field Scheduler is elected by the Executive Board annually, during Executive Committee session of the board. The Field Scheduler 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:**

- Oversee the usage of PSC field space, both practice and games.
- Coordinate games, practice times, field assignments, and tournaments with PSC coaches, Program Directors, other clubs, and the leagues in which PSC participates.
- Develop a game and practice schedule. Hard copies to be available at the snack bar.
- Monitor and ensure the schedule is being adhered to by the various coaches and teams using the fields.
- Manage any grievances regarding field space and usage.
- Assist PSC Program Directors with Fall and Spring field space, reschedules of games, etc.
- Report progress/challenges of Field Schedules / Scheduling to the Board of Directors.

- 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