



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

Pottsgrove Soccer Club (PSC)

Scholarship 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 Scholarship 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 Scholarship Manager is elected by the Executive Board annually, during Executive Committee session of the board. The Scholarship 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:

- Provide management and support in all aspects of scholarship administration processes from the application through the award life cycle including, but not limited to:
 - Application design and reviews.
 - Coordinate volunteer reviewers as necessary.
 - Oversee posting/publicity of scholarship availability.
 - Processing of scholarship applications.
 - Awards and payments.
 - Ensure compliance to all state and federal requirements.

- Fully comprehend scholarship fund criteria.
- Appropriately match the student application to award.
- Make recommendations to the PSC Executive Board regarding potential award recipients.
- Make recommendations on Scholarship Award values based upon number of qualified applicants.
- Present final awards to recipients and attend any award ceremonies for those scholarship awards.
- Recommend website updates to market PSC and the Scholarship Program, as needed.
- Communicate effectively and with timeliness to scholarship recipients, Executive Board, Educational Institutions and related any parties.
- 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:

1 - 5 hours per month