



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

Pottsgrove Soccer Club (PSC)

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

- Coordinate the purchasing of all food and beverage supplies.
- Coordinate receiving of all delivered food and beverage.
- Responsible for weekly inventory of all food and beverage.
- Assess and provide recommendations for equipment, inventory and future needs of the Snack bar.
- Responsible for working with the Snack Bar Scheduler to schedule volunteers for assistance / work shifts.
- Responsible for turning over all cash receipts from cash drawer at the end of the week. Depositing monies and working closely with treasurer regarding the same.

- Serve as primary liaison between PSC and suitable merchandise vendors.
- Identify suitable vendors and solicit bids for providing PSC-logo merchandise.
- Coordinate the distribution of all merchandise purchased.
- Identify innovative merchandise to offer for sale on PSC website or at PSC activities or events.
- Maintain and track inventory of merchandise available for sale.
- Report progress/challenges of the Snack Bar and Merchandising 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:

15 - 20 hours per month