



PSC

P.O. Box 1548

Pottstown, PA 19464

[www.pottsgrovesoccer.com](http://www.pottsgrovesoccer.com)

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

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

- Responsible for coordinating volunteer for work in the Snack Bar.
- Responsible for ensuring all work shift are properly scheduled, that the snack bar opens and closes on time.
- Coordinate with club members, coaches, team “moms” to obtain volunteers.
- Tracking of individual and team volunteers shifts.
- Ensuring VAF qualifications and keeping track of VAF / team refunds.
- Working closely with the Snack Bar Manager to ensure function and success of the Snack Bar.
- Report progress/challenges of the Snack Bar 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:**

10 - 15 hours per month