

Pottsgrove Soccer Club Descriptions 2015

Title	Responsibilities
President	General Supervision; governance; meetings, community affairs; property; manage sign messages; policies and procedures; manage VAF policy; provide detailed notes to BOD; manage grievances
Grant Manager	Implement grant program; recommend grants for PSC to apply for; work with VP and township to coordinate effort; complete required applications; ensure compliance with related commitments
Grievance Officer	Mediate grievances
Field Manager	Monitor field conditions; plan improvements; manage field day; maintenance of fields
Equipment Manager	Organize and maintain equipment ; recommend equipment needs; distribute equipment; ensure return of equipment at end of season(s) and reorganize
Scholarship Manager	Communicate program; collect applications; manage selection committee; recommend award winners
VAF Coordinator	Coordinate return of Volunteer Activity Funds; allocate volunteers for qualifying tasks within club
Vice President	Day-to-day management; manage directors; preparation of business contracts; presentation of reports to BOD
Travel Director	Day-to-day management of travel program; manage and enforce travel policy; enforce codes of conduct; manage club meeting attendance
Referee Manager	Schedule referees for travel and intramural
Uniform Coordinator	Organize purchasing of new uniforms for Travel teams; collect uniform fees; inventory of stock items
Field Scheduler	Schedule games and practices on fields; ensuring no games overlap and make-up games have no conflicts
Intramural / Recreational Director	Day-to-day management of intramural program; manage and enforce IM policy; enforce codes of conduct; coordinate uniform purchases with uniform coordinator; Oversight of the Recreational Program.
U4/U6 Coordinator	Day-to-day management of U4/U6 program; focus on planning; program, coaches, and parents
U8/U10 Coordinator	Day-to-day management of U8/U10 program; focus on planning; program, coaches, and parents
SCSL Recreational Coordinator	Day-to-day management of SCSL recreational program; manage and enforce SCSL policy; enforce codes of conduct; coordinate uniform purchases with uniform coordinator
Treasurer	Custodian of funds; prepare and report financial statements; manage tax and audit functions
Snack Bar Manager	Maintain snack bar inventory; recommend new menu items; determine hours of operation; manage procedures; design order and sell PSC gear; orders require BOD approval; Ensure parents are scheduled to work shift in accordance with hours of operation
Snack Bar Assistant Manager	Assist Snack Bar Manager with above duties as necessary
Fundraising Coordinator	Organize fundraising events; ensure board member participation; communicate events to club
Community Relations Manager	Obtain and manage sponsorships, general publicity, and community relations
VAF Coordinator	Coordinate return of Volunteer Activity Funds; allocate volunteers for qualifying tasks within club
Secretary	Attend all meetings; record all votes on BOD; ensure meeting minutes prepared and maintained; custodian of all documents executed on behalf of the club; pick up mail
Webmaster	Maintain and update website
Newsletter Editor	Organize and prepare newsletter; determine frequency of newsletter; distribute to club
Registrar	Manage database; monitor activity; respond to emails; ensure payment
Assistant Registrar	Communicate registration period