



## Board Member Position: *Commissioner of the House League*

### Board Member Responsibilities

- Attend all board meetings (once a month) and functions, such as special events.
- Promote the organization's mission, services, policies, and programs.
- Review agenda and supporting materials prior to board meetings.
- Inform others about the organization.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
- Keep up-to-date on developments in the organization's field.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.

### Responsibilities

The primary responsibility of the Commissioner is to govern over the operation of the CSA house league by upholding the values and direction set forth by CSA (Chili Soccer Association) and MURSL (Monroe United Recreational Soccer League).

#### Additionally:

The following activities will be handled directly by the Commissioner or with the assistance of the Division Directors.

- Appoint division directors to each of the ten divisions.
- Assign coaches and assistant coaches to each team.
- Determine the number of teams in each division.
- Oversee the distribution of rosters to the coaches of each team.
- Oversee the conduct of the coaches and players during the season and perform disciplinary action when necessary.
- Oversee the formation of the teams by the division directors and insure that each team is fair and balanced.
- Oversee communications with house league parents.
- Present the views and rules of CSA and MURSL to the coaches during the annual coaches meeting.
- Oversee the scheduling and govern over of the Founders Cup tournament.
- Insure that playing fields are available and in safe playing condition by interfacing with Director of Fields.
- Insure that required town or school permits for field use or any other club functions are in place.
- Assist the CSA treasurer in setting the annual budget for the house league by estimating enrollment in coming season and reporting ref fee's.
- Present appraisal of team quantities to Director of Pictures and Director of Sponsors.
- Interface with Uniform coordinator on quantities of uniforms needed for teams.
- Direct coaches to fill out a player evaluation form for their team at the end of the season. The data is used the following season to balance the skill level on team rosters.
- Select and order, end of season participation trophies or awards for the players.
- Promote CSA in the Gates Chili and Churchville-Chili school districts by distributing registration flyers to school grades K - 6.
- Work with registrar to insure that all players have submitted proof of birth documentation.
- Responsibilities with MURSL:
  - Represent the best interest and views of CSA at the quarterly MURSL meetings.
  - If necessary, Interface with conduct committee in matters regarding CSA players and coaches.
  - Provide MURSL with coaches list.
  - Provide MURSL with final team rosters.
  - Provide MURSL with list of fields available for use by CSA house teams.

### **Personal Characteristics to Consider**

- Ability to: lead, listen, analyze, think clearly and creatively, work well with people individually and in a group.
- Willing to: prepare for and attend board meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal and financial resources in a generous way according to circumstances, open doors in the community, evaluate oneself.
- Develop certain skills if you do not already possess them, such as to: cultivate and recruit board members and other volunteers, read and understand financial statements, learn more about the substantive program area of the organization.
- Possess: honesty, organizational skills, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values.