



Board Member Position: *President*

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.

President Responsibilities

The President shall be the Chief Executive Officer of the Corporation; the president shall preside at all meetings of the Board; shall have the management of the business of the Corporation; shall see that all ordered resolutions of the Board are carried into effect; and shall perform such duties as may be assigned to him/her from time to time by the Board. Per the CSA Bylaws, the PRESIDENT shall:

- (A) Preside at all meetings of the Board and Executive Committee
- (B) Serve as the chief officer of the organization and supervise the activities of the organization;
- (C) Periodically report to the members on the affairs of the organization;
- (D) Appoint all committees;
- (E) Serve as an ex-officio member of all committees.

Additionally:

- Update the Club President's message on the club website.
- Oversee Tax Exempt Status and Filing
- Oversee club finances
- Review process for how your coaches are selected.
- Determine required training for your coaches, team managers and anyone else who might need it, like your Registrar.
- Ensure any contracts that might need to be renewed are handled properly
- Ensure RosterPro website is checked for invoices and sent to Treasurer for payment
- Ensure monthly board meeting agenda is prepared and distributed
- Update President, Treasurer, and Registrar on RDYSL website by using the club president sign in to the RDYSL website.
- Initiate contact with Town or School (or other field providers) office for upcoming season needs like goals, nets, coach training, etc.
- Ensure recommendations for each team's divisional placement with RDYSL are prepared for upcoming team for registration.
- Ensure registration of teams begins in accordance with RDYSL schedule, listed on the Calendar of Events on the Website.
- Ensure every team is aware of the mandatory RDYSL coaches meeting. Every team must be represented or the club will be fined.
- Make sure RDYSL Player Registration Bill is paid.
- Make sure Rochester Referee Unit Assignor Bill is paid.
- Work with field providers to get fields opened, lined, goaled and netted.
- Ensure required Town or School permits for field use or any other club functions are in place.
- Make sure club Field Coordinator gets home game fields entered into the RDYSL website,
- Attend annual NYSWYSA meeting.
- Attend annual RDYSL meeting.

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, organized, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values