
Appendix #1 Executive Functions

1.1 President Shall:

- 1.1.1 Be responsible for all phases of the Association's business and is accountable to the Membership and the Board of Directors.
- 1.1.2 Call and conduct all meetings of the Association.
- 1.1.3 Be an ex officio member of Association committees.
- 1.1.4 Be one (1) of the signing officers.
- 1.1.5 Chair the discipline committee.
- 1.1.6 Act as spokesperson for the Association at all times, unless he/she otherwise delegates he responsibility.
- 1.1.7 Be elected to serve a two (2) year term in even years, the date begins at the AGM.

1.2 Vice President Shall:

- 1.2.1 Assume the presidential powers either in the absence of or under the instructions of the President .
- 1.2.2 Assume other duties as assigned by the President and/or the Board of Directors.
- 1.2.3 Be elected to serve a two (2) year term on odd number years: the date begins at the AGM.
- 1.2.4 Can one of the signing officers.

1.3 Secretary/Registrar Shall:

- 1.3.1 Keep true and accurate records of all Association meetings.
- 1.3.2 Attend to Association correspondence and certify all documents issued by the Association.
- 1.3.3 Make available the minutes of the Association when requested by the board and to members in good standing.
- 1.3.4 Make available to the Board the minutes of the previous month's meeting two (2) weeks prior to the next monthly meeting.
- 1.3.5 Informs the Board a minimum of seven (7) days before all board meetings.
- 1.3.6 Can be one (1) of the signing officers.
- 1.3.7 Register all players, coaches, managers, and board of directors with the club, ECOSA & OSA.
- 1.3.8 Collect all registration fees and record for the Treasurer.
- 1.3.9 Control all forms required by the Association.
- 1.3.10 Reports at the monthly meetings and the AGM.
- 1.3.11 Undertakes other duties as assigned by the President and/or Board.
- 1.3.12 Can be one of the signing officers.
- 1.3.13 Be elected to serve a two (2) year term in odd years: the date begins at the AGM.
- 1.3.14 Receives an honorarium.

1.4 Treasurer Shall:

- 1.4.1 Record accurately the financial transaction of the Association in a timely
- 1.4.2 Manner and report to the board at all monthly meetings and the AGM.
- 1.4.3 Presents all necessary information to the auditors.
- 1.4.4 Ensure the Association's audited financial statement is complete, available and included in the Annual Report.
- 1.4.5 Settle all accounts by cheque.
- 1.4.6 The treasurer shall receive approval from the board for all expenditures exceeding \$500.00.

- 1.4.7 Arrange to have a minimum of three (3) signing authorities with two (2) signatures on each cheque.
- 1.4.8 Be one of the signing officers.
- 1.4.9 Undertake other duties as assigned by the President.
- 1.4.10 Receive an honorarium.
- 1.4.11 Be elected to serve a two (2) year term on even numbered years: the date begins at the AGM.

1.5 Technical Director shall:

- 1.5.1 Hold a minimum of Senior Community Coaching Level in Soccer.
- 1.5.2 Chairs the coach selection committee each year.
- 1.5.3 Assist coaches with both indoor and outdoor training sessions when requested.
- 1.5.6 Sets up coaching clinics through the District and the OSA.
- 1.5.7 Organize coaches meetings in consultation with the minor and senior team representatives.
- 1.5.8 Report at monthly meetings and the AGM.
- 1.5.9 Is the first contact for any issues with coaches, managers, players and parents.
- 1.5.10 Undertake other duties as assigned by the President
- 1.5.11 Be elected to serve a two (2) year term on even numbered years: the date begins at the AGM.

1.6 Facility Director shall:

- 1.6.1 Be responsible for the conditions of the pitches used by PCSA in league play.
- 1.6.2 Be the person that contacts the Board of Works re any issues with fields or buildings at East Gate, and follows up to see that the work has been done as requested.
- 1.6.4 Responsible for all of the sponsor signs at East Gate.
- 1.6.5 Organizes Spring and Fall cleanups of East Gate park.
- 1.6.6 Report at monthly meetings and the AGM.
- 1.6.7 Undertake other duties as assigned by the President
- 1.6.8 Be elected to serve a one (1) year term to commence at the AGM.

1.7 Communication Director shall:

- 1.7.1 Keep accurate records of all new and renewed sponsors .
- 1.7.2 Sees that all sponsors names are on the PCSA Web Site.
- 1.7.3 Obtains new sponsor signs as required and ensure that they are hung up at East Gate.
- 1.7.4 All invoices shall be submitted to the Treasurer.
- 1.7.5 Report at monthly meetings and the AGM.
- 1.7.6 Responsible for the Associations media publicity for both its youth and adult teams.
- 1.7.7 Be responsible for the media sign at East Gate.
- 1.7.8 Places all advertising required by the Association in the appropriate newspapers and the web site.
- 1.7.9 Report at all monthly meetings and the AGM
- 1.7.10 Be elected to serve a one (1) year term to commence at the AGM.

1.8 Male/Female/Senior Team Representative Directors shall:

- 1.8.1 Attend all meetings for the teams in their respective leagues.
- 1.8.2 Will handle all league business for their teams.
- 1.8.3 Sit on the Coaches Selection Committee.
- 1.8.4 Help in setting up practice times for their teams.

- 1.8.5 Have input into league schedules.
- 1.8.6 Be the go between the league and the scheduler re field allocation.
- 1.8.7 Help the technical director as required.
- 1.8.8 Be elected to a one (1) year term (minor reps only) to commence at the AGM.
- 1.8.9 Undertake other duties as assigned by the President.
- 1.8.10 Senior rep will be appointed by the Board from one of the senior team members, whether a player, coach or manager.
- 1.8.10 Will serve a one (1) year term.

1.9 Equipment Director shall:

- 1.9.1 Canvasses each January for equipment needs of all teams, and have the order ready for tender by February 15th of each year.
- 1.9.2 Ensure that all teams wear the same uniform. (Colour, style etc)
- 1.9.3 Orders all equipment required by the Association and approves equipment required by the Soccer Camp.
- 1.9.4 Keep an inventory of all equipment owned by the Association and file a copy with the treasurer.
- 1.9.5 Ensure that all equipment is in good condition and replaces equipment when required.
- 1.9.5 Report at monthly meetings and the AGM.
- 1.9.6 Undertake other duties as assigned by the President.
- 1.9.7 Be elected to serve a one (1) year term to commence at the AGM.

1.10 Tournament Director shall:

- 1.10.1 Oversee the tournament chair.
- 1.10.2 Buy all trophies/medals for tournament winners
- 1.10.3 Book all field requirements and pavilion.
- 1.10.4 Order Portable toilets for fields that need them.
- 1.10.5 Report to the Board at monthly meetings and the AGM.
- 1.10.6 Submits Tournament Host Applications to the District.
- 1.10.7 Do brochure for the tournaments.
- 1.10.8 Do any other forms required for the tournament, team rosters, and registration forms etc.
- 1.10.9 Ensures that volunteers conveners are at all of the fields.
- 1.10.10 Sets up a discipline committee.
- 1.10.11 Get volunteers to do registration and checking of player books.
- 1.10.12 Put together a package for all teams with coupons, list of restaurants, entertainment venues, hotels etc.
- 1.10.13 Passes all invoices to the Treasurer.
- 1.10.14 Receive an honorarium.
- 1.10.15 Be elected to serve a one (1) year term to commence at the AGM.

1.11 Canteen Director Shall:

- 1.11.1 Be responsible for stocking the canteen.
- 1.11.2 Keep all invoices received for purchasing stock for canteen which will be attached to the financial record.
- 1.11.3 Keep a financial record of purchases, receipts, deposit and balance, which are given to the treasurer at intervals during the season.
- 1.11.4 Be responsible for opening and closing of the canteen for East Gate 1 functions.
- 1.11.5 Be appointed by the Association each year.

