

ERIN MILLS SOCCER CLUB

BOARD OF DIRECTORS - Job Descriptions 2023-2024



VICE-PRESIDENT

Has primary responsibility for management & operation of Recreational Development Program
Member of Executive Committee
Co-chairperson of Finance/ Operations Committee
Member of Technical Committee
Records and tables Minutes of Recreational Committee to BOD
In the absence of the President, the Vice President shall exercise such duties and powers to conduct the management and business of the Club.
Represents the Club with local community and soccer organizations as requested
Chairs committees as requested
Signs all cheques and legal/ financial documents with another Officer

SECRETARY

Responsible for all legal documents and records of the Club
Records minutes of all meetings
Member of Executive Committee
Member/ Chairperson of Nominations Committee (unless their position is open for election)
Chair of the Regulatory Committee
Signs all cheques and legal/financial documents with another Officer
Oversees the registration process for players, coaches and volunteers
Ensures registrations are recorded in OSA Registration Computer system
Maintains list of Club Members
Organizes Annual General Meeting or Special General Meetings
Determines voting rights of Members at any General Meeting of the Club
Determines validity of any proxy representatives

DIRECTOR AT LARGE

Shall participate in all BOD Meetings, shall be participate on Committees and be assigned such responsibilities as may be determined the BOD based on their specialized knowledge, and shall provide such advice and guidance to the BOD as required.