



ERIN MILLS SOCCER CLUB

BOARD OF DIRECTORS - Job Descriptions 2024-2025

PRESIDENT

- Responsible for general management of the Club's business affairs & operations.
- Presides at all meetings of the Board of Directors ("BOD").
- Chairperson of Executive Committee
- Chairperson of Annual General Meeting and Special General Meetings
- Chairperson of the Club's Strategic Planning Committee
- Ex-Officio Member of all Standing or Ad Hoc Committees established by the BOD
- Represents the Club with the City, local community & soccer related organizations
- 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 the OSA Registration Computer system
- Maintains a 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

TREASURER

- Responsible for accounts of all receipts & disbursements of the Club.
- Reports and accounts for all transactions and financial position of the Club.
- Provides financial analysis and investment strategies for long-term financial planning
- Member of Executive Committee
- Co-chairperson of Finance/ Operations Committee
- In the absence of the President & the Vice President, the Treasurer shall exercise such duties and powers to conduct the management and business of the Club.
- Responsible for developing the Club's Operating Budget and Business Plan
- Reports to the Board regarding financial results on a monthly basis
- Signs all cheques and legal/ financial documents with another Officer

DIRECTOR AT LARGE

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