

# Position Description

<b>Position Title</b>	President of KWSC	<b>Date:</b>	August 2011
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The Board of Directors shall conduct the business of the Club during the periods between general meetings of the Club and in accordance with the authority granted to it in the published rules of the Club.

The Board of Directors shall be responsible for the appointment and renewal of appointments of all positions within the Club except for those positions elected by the Membership of the Club. This shall include the appointment of volunteer and paid administrator positions within the Club's operations. The selection process and the appointments shall be based on procedures outlined in the Club's published rules and constitution.

The Board of Directors may also revoke, for cause, any appointment providing that it has followed the procedures for the revoking an appointment as outlined in the Club's published rules.

## Position Purpose

The President shall preside at all general meetings of the Club and of the Board of Directors. The President shall be ex officio a member of all committees, except any nominations committee; shall appoint all chairs of standing and special committees subject to ratification by the Board; coordinate all duties of the Board, committees, staff; and shall be the spokesperson for the Club at all times.

## A. Major Accountabilities

### 1. Operational duties

- Oversee the day to day operations of the club
- Ensures that club is in compliance with OSA and governing bodies
- Accountable to members of the club
- Accountable for the allocation, accounting and handling of club funds
- Signing authority for distribution of funds in collaboration with Treasurer
- Responsible for conflict resolution regarding issues with members
- Monitors communication, management of correspondence both internally and externally
- Chairperson for meetings of the Board, General Meeting and Annual Meetings of the club
- Assist in preparation of Agenda for meetings of the Board and the club
- Liaison with community soccer clubs and association
- Directs the activities of all officers and directors, as well as standing committees to ensure the accomplishment of chapter strategies and objectives

## Position Description

### 2. Other Duties

- Perform any additional duties that may be required created by absence of board members or vacant positions

## B. Skill

### 1. Education

- Post-secondary education equivalent to two (2) years of community college in an Administration field or another field relevant to the duties of the position or an acceptable combination of education, training and experience.

### 2. Licenses, Trades, Certificates, Professional Designation

- N/A

### 3. Experience

- Experience working as a volunteer
- Participation on committees
- Experience in an administrative setting
- Experience with a variety of different software applications: Microsoft Word, Excel, Outlook,
- Experience with website administration

### 4. Abilities

- Effective interpersonal skills
- Excellent time management and organizational skills
- Effective communication skills, both written and verbal
- Ability to work well in a team environment with strong leadership skills

## D. Responsibilities

### 1. Decision Making

- Presides over Board members, working committees and facilitates discussion to arrive at best solution

### 2. Administration

- Assists with preparation of Agenda for meetings
- Composed correspondence for various agreements
- Assists with finalizing budget for approval

# Position Description

### 3. Contacts

- Membership of KWSC
- Other agencies; SOSA office, City of Kingston, community soccer associations
- Various municipalities – to obtain lease agreements for soccer fields.

### E. Working Conditions

#### 1. Work Environment

- Work from home, evenings, week-ends
- Monthly meetings of the Board of Directors
- General Meetings held quarterly
- Annual General Meeting held in November

### F. Conditions of Employment

- Criminal Police Information Check (CPIC)
- Must be member in good standing with KWSC

Job Description Approved by (Print):		Date	
President Signature:			
Secretary Signature:			

## Position Description

<b>Position Title</b>	Vice President of KWSC	<b>Date:</b>	August 2011
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The Board of Directors shall conduct the business of the Club during the periods between general meetings of the Club and in accordance with the authority granted to it in the published rules of the Club.

### Position Purpose

The Vice President shall act in the absence of the President and shall carry out such duties as may be assigned from time to time by the President including upon request, assist all officers in performing their responsibilities.

The Vice President shall be responsible for working to maintain and enhance the field conditions in Kingston and surrounding area; attend meetings related to fields associated with the Club; proactive in finding suitable property for the club's potential future growth; and assist the Communications Officers in securing the fields to accommodate the club's needs.

The Vice President shall attend Board meetings as required

### A. Major Accountabilities

#### 1. Operational duties

- Assist in the day to day operations of the club
- Assist with conflict resolution regarding issues with members
- Assume the duties of the President in the absence of the President
- Assist with monitoring communication, management of correspondence both internally and externally
- Responsible for the coordination and management of fields to meet the needs of the club
- Liaison with community soccer clubs and association
- Assists with various activities of all officers and directors, as well as standing committees to ensure the accomplishment of club strategies and objectives are met

#### 2. Other Duties

- Perform any additional duties that may be required created by absence of board members or vacant positions
- Attend committee meetings; field committee

# Position Description

## B. Skill

### 1. Education

- N/A

### 2. Licenses, Trades, Certificates, Professional Designation

- N/A

### 3. Experience

- Experience working as volunteer
- Participation on committees
- Knowledge of Soccer administration and applicable rules
- Experience with a variety of different software applications: Microsoft Word, Excel, Outlook,
- Experience with website administration

### 4. Abilities

- Effective interpersonal skills
- Excellent time management and organizational skills
- Effective communication skills, both written and verbal
- Ability to work well in a team environment with strong leadership skills

## D. Responsibilities

### 1. Decision Making

- In consultation with Board members and working committees, working collectively through discussion to arrive at best solution

### 2. Administration

- Assists with preparation of Agenda for meetings
- Assist with administration of agreements
- Assists with finalizing budget for approval

### 3. Contacts

- Membership of KWSC
- Other agencies; SOSA office, City of Kingston, community soccer associations
- Various municipalities – to obtain lease agreements for soccer fields.

# Position Description

## E. Working Conditions

### 1. Work Environment

- Work from home, evenings, week-ends
- Monthly meetings of the Board of Directors
- General Meetings held quarterly
- Annual General Meeting held in November

## F. Conditions of Employment

- Criminal Police Information Check (CPIC)
- Must be member in good standing with KWSC

Job Description Approved by (Print):		Date	
President Signature:			
Secretary Signature:			

## Position Description

<b>Position Title</b>	Secretary of KWSC	<b>Date:</b>	November 2011
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The Board of Directors shall conduct the business of the Club during the periods between general meetings of the Club and in accordance with the authority granted to it in the published rules of the Club.

### Position Purpose

The Secretary shall maintain a record of all minutes of the Club; maintain copies of all committee reports; notify officers and committee members of their election or appointment; furnish committees with those documents required to perform their duties; sign all certified copies of acts of the Club, unless otherwise specified in the Club's published rules, maintain record books in which bylaws, published rules and minutes are entered and have the current record books available at each meeting; send to the membership a notice of each general meeting, send to the Board of Directors notices of each meeting; conduct the general correspondence of the Club that is not the proper function of another office or committee; prepare, prior to each meeting in consultation with the presiding officer, an order of business; and, in the absence of the president and vice-president, preside until the immediate election or appointment of a new presiding officer. The Secretary shall maintain a record of all minutes of the Club; maintain copies of all committee reports; notify officers and committee members of their election or appointment; furnish committees with those documents required to perform their duties; sign all certified copies of acts of the Club, unless otherwise specified in the Club's published rules, maintain record books in which bylaws, published rules and minutes are entered and have the current record books available at each meeting; send to the membership a notice of each general meeting, send to the Board of Directors notices of each meeting; conduct the general correspondence of the Club that is not the proper function of another office or committee; prepare, prior to each meeting in consultation with the presiding officer, an order of business; and, in the absence of the president and vice-president, preside until the immediate election or appointment of a new presiding officer.

### A. Major Accountabilities

#### 1. Operational duties

- Responsible for maintaining correspondence, reports, rules, constitution, contracts and agreements
- Preparation of Agenda(s), minutes of the Board of Directors and for General and Annual Meetings of the membership.

## Position Description

### 2. Other Duties

- Maintain the schedule for elections of the Board of Directors
- Notify members of all General and Annual Meetings
- Post communication on the website and monitor site on a regular bases to keep information current
- Assist with the amendments to Rules and Constitution and provide members with notification of amendments as per KWSC rules

## B. Skill

### 1. Education

- N/A

### 2. Licenses, Trades, Certificates, Professional Designation

- N/A

### 3. Experience

- Experience working as volunteer
- Participation on committees
- Experience in an administrative setting
- Experience with a variety of different software applications: Microsoft Word, Excel, Outlook,
- Experience with website administration

### 4. Abilities

- Effective interpersonal skills
- Excellent time management and organizational skills
- Effective communication skills, both written and verbal
- Ability to work well in a team environment with strong leadership skills

## D. Responsibilities

### 1. Decision Making

- In consultation with Board members and working committees, working collectively through discussion to arrive at best solution

### 2. Administration

- Management of all records of club



## Position Description

### 3. Contacts

- Membership of KWSC
- Other agencies; SOSA office, City of Kingston, community soccer associations
- Various municipalities

### E. Working Conditions

#### 1. Work Environment

- Work from home, evenings, week-ends
- Monthly meetings of the Board of Directors
- General Meetings held quarterly
- Annual General Meeting held in November

### F. Conditions of Employment

- Criminal Police Information Check (CPIC)
- Must be member in good standing with KWSC

Job Description Approved by (Print):		Date	
President Signature:			
Secretary Signature:			

# Position Description

<b>Position Title</b>	Kingston Women's Soccer Club Treasurer	<b>Date:</b>	November 2011
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## Position Purpose

The Board of Directors shall conduct the business of the Club during the periods between general meetings of the Club and in accordance with the authority granted to it in the published rules of the Club.

The Treasurer shall be the custodian of the financial books; shall ensure that full and accurate records are kept of the accounts of the Club; shall make deposits and issue cheques; shall assist with the collection of applicable fees and arrears, shall present a budget for each season; shall report to the Board of Directors at least once per quarter; shall submit an Annual Report to the Annual General Meeting; and shall attend Board meetings as required.

## A. Major Accountabilities

### 1. Operational duties

- Assist in the day to day financial operations of the club
- Preparation of Budget for respective season
- Compile financial statements for team distribution
- Shall report delinquent members to the Board
- Shall prepare quarterly statements to Board of Directors and have available for Board Meetings
- Shall provide financial guidance and recommendation for disbursement of funds
- Responsible for payment for associated costs, i.e. fields, referees, OSA fees, etc.
- Collection of fines, late payment fees, protest fees in accordance with the fee schedule
- Deposit all monies in a timely manner
- Comply with Regulations as set out by Canada Revenue Agency and remit HST payment
- Preparation of Financial Statements to be submitted to Auditor
- Comply with and assist Auditor

### 2. Other Duties

- Assist with collection of registration fees
- Attend Board of Directors meetings when required

# Position Description

## B. Skill

### 1. Education

- Three (3) or Two (2) year Post Secondary Business Administration Diploma, or Post Secondary Education Majoring in Finances/Business

### 2. Licenses, Trades, Certificates, Professional Designation

- CA, CGA, CMA

### 3. Experience

- Experience working as volunteer
- Participation on committees
- Knowledge of GAAP and GAAS
- Knowledge of Soccer administration and applicable rules
- Experience with a variety of different software applications: Microsoft Word, Excel, Outlook, Simply accounting/quick books
- Experience with website administration

### 4. Abilities

- Effective interpersonal skills
- Excellent time management and organizational skills
- Effective communication skills, both written and verbal
- Ability to work well in a team environment with strong leadership skills

## D. Responsibilities

### 1. Decision Making

- In consultation with Board members and working committees, working collectively through discussion to arrive at the best solution

### 2. Administration

- Preparation Financial records for auditing purposes
- Preparation of Financial Report for Annual General Meeting budget for approval

### 3. Contacts

- Membership of KWSC
- Other agencies; SOSA office, City of Kingston, community soccer associations

## Position Description

- Various municipalities –regarding leasing and payment agreements for soccer fields.

### E. Working Conditions

#### 1. Work Environment

- Work from home, evenings, week-ends
- Monthly meetings of the Board of Directors
- General Meetings held quarterly
- Annual General Meeting held in November

### F. Conditions of Employment

- Criminal Police Information Check (CPIC)
- If a Member of KWSC, must be in Good Standing with club

Job Description Approved by (Print):		Date	
President Signature:			
Secretary Signature:			

# Position Description

<b>Position Title</b>	Disciplinary Chair of KWSC	<b>Date:</b>	November 2011
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The Board of Directors shall conduct the business of the Club during the periods between general meetings of the Club and in accordance with the authority granted to it in the published rules of the Club.

## Position Purpose

The Disciplinary Chair shall oversee all matters relating to violations of published rules of the KWSC, OSA and SOSA, coordinate the administration of applicable fines, penalties, and suspensions.

The Disciplinary Chair shall be an active member of the Board of Directors of KWSC and attend Board meetings as required. In addition to sitting on the Board of Directors, the position of Disciplinary Chair shall sit as a member on the Disciplinary Committee as required.

## A. Major Accountabilities

### 1. Operational duties

- Review weekly game sheets to access disciplinary issues
- Report disciplinary matters / actions to the Board of Directors
- Oversee the discipline of members as per published Club, The OSA and / or District Association rules
- Assists with various activities of all officers and directors, as well as standing committees to ensure the accomplishment of club strategies and objectives are met

### 2. Other Duties

- Coordination with the District Association with scheduling of hearings and other discipline matters
- Responsible for administration of appropriate fine or penalty in consultation with President/Vice President and in accordance Suspension Schedule and Fee Schedule
- Sit as member of disciplinary committee
- Perform any additional duties that may be required created by absence of board members or vacant positions
- Attend Board of Director's Meetings
- Attend committee meetings; Disciplinary Committee

# Position Description

## B. Skill

### 1. Education

- N/A

### 2. Licenses, Trades, Certificates, Professional Designation

- OSA Disciplinary Training Certificate

### 3. Experience

- Experience working as volunteer
- Participation on committees
- Thorough knowledge of rules and regulations and governing disciplinary action
- Experience with a variety of different software applications: Microsoft Word, Excel, Outlook,
- Experience with website administration

### 4. Abilities

- Effective interpersonal skills
- Excellent Conflict Management and Dispute Resolution Skills
- Excellent time management and organizational skills
- Ability to investigate and report pertinent facts
- Effective communication skills, both written and verbal
- Ability to work well in a team environment

## D. Responsibilities

### 1. Decision Making

- In consultation with Board members and working committees, working collectively through discussion to arrive at best solution

### 2. Administration

- Prepare disciplinary reports for monthly Board of Directors meetings
- Preparation of paperwork regarding fees/fines submitted to Treasurer

### 3. Contacts

- Membership of KWSC
- Other agencies; OSA, SOSA office,

# Position Description

## E. Working Conditions

### 1. Work Environment

- Work from home, evenings, week-ends
- Monthly meetings of the Board of Directors
- General Meetings held quarterly
- Annual General Meeting held in November

## F. Conditions of Position

- Criminal Police Information Check (CPIC)
- Must be member in good standing with KWSC

## Position Description

<b>Position Title</b>	Registrar/Tier Director of KWSC	<b>Date:</b>	November 2011
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The Board of Directors shall conduct the business of the Club during the periods between general meetings of the Club and in accordance with the authority granted to it in the published rules of the Club.

### Position Purpose

The Registrar/Tier Director shall be responsible for overseeing the entire registration process of the club.

In liaising with the Treasurer, the Registrar/Tire Director shall coordinate and communicate the dates and times in which the registration process will be held to the Communications Officer. They shall compile and maintain a list of all members and teams requesting registration in the respective season and communicate the number of teams requesting registration to the Board of Directors.

The Registrar/Tier Director shall ensure that all players have been registered in accordance with the OSA District rules including all applicable fees have been remitted to the appropriate agencies.

The Registrar/Tier Director shall oversee and make recommendation to the Board of Directors regarding placement of teams for the respective season and shall distribute a list of new members seeking placement on existing teams.

Attend Meetings of the Board of Directors as required.

### A. Major Accountabilities

#### 1. Operational duties

- Responsible for the registration process of all players as per the OSA / District Association rules
- Liaise with the OSA / District Association Administrators regarding status of registration
- Submit electronic records of registration
- Assist Treasurer in collection of registration fees
- Generate Registration Report and present to Board of Directors prior to the commencement of the respective season.
- Maintain spreadsheet of names of player awaiting placement
- Remit names of players seeking placement on existing teams to respective team captains



## Position Description

- Attend Board Meetings
- Assists with various activities of all officers and directors, as well as standing committees to ensure the accomplishment of club strategies and objectives are met

### 2. Other Duties

- Compile records of standings and prepare report to assist with team placement
- Perform any additional duties that may be required created by absence of board members or vacant positions
- Attend Board of Director's Meetings

## B. Skill

### 1. Education

- N/A

### 2. Licenses, Trades, Certificates, Professional Designation

- N/A

### 3. Experience

- Experience working as volunteer
- Participation on committees
- Experience with a variety of different software applications: Microsoft Word, Excel, Outlook,
- Experience with website administration

### 4. Abilities

- Effective interpersonal skills
- Excellent time management and organizational skills
- Effective communication skills, both written and verbal
- Ability to work well in a team environment

## D. Responsibilities

### 1. Decision Making

- In consultation with Board members and working committees, working collectively through discussion to arrive at best solution

### 2. Administration

- Compile end of season stats and report to Board of Directors

# Position Description

### 3. Contacts

- Membership of KWSC
- Other agencies; OSA, SOSA office, current website provider

### E. Working Conditions

#### 1. Work Environment

- Work from home, evenings, week-ends
- Monthly meetings of the Board of Directors
- General Meetings held quarterly
- Annual General Meeting held in November

### F. Conditions of Position

- Criminal Police Information Check (CPIC)
- Must be member in good standing with KWSC

Job Description Approved by (Print):		Date	
President Signature:			
Secretary Signature:			

# Position Description

<b>Position Title</b>	Scheduler/Statistician of KWSC	<b>Date:</b>	November 2011
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The Board of Directors shall conduct the business of the Club during the periods between general meetings of the Club and in accordance with the authority granted to it in the published rules of the Club.

## Position Purpose

The Scheduler/Statistician shall sit as an Active member of the KWSC Board of Directors.

The Scheduler/Statistician shall be responsible for the scheduling of all regular and play-off games for the respective season and in doing so shall liaise with the Vice President and Communications Officer to coordinate the adequate number of fields to accommodate all required games. They shall additionally be responsible for assessing, compiling, and accurately reporting all standings throughout season in consultation with the continuous monitoring of the website.

The Statistician shall liaise with the Disciplinary Chair, Treasurer and President/Vice President to manage any issues arising as a result of, but not limited to; disciplinary action, and forfeit of games, to make the appropriate adjustments to the schedule as required on a continuous bases.

## A. Major Accountabilities

### 1. Operational duties

- Responsible for accessing and communicating the required number of fields to meet the need of the registered teams within the club
- Design and distribute a fair and equitable schedule to members for the respective season
- Ensure all scores are entered and standings are accurate
- Monitor all games throughout the season on a weekly bases and assess issues resulting from inclement weather and evaluate the requirement for rescheduling games if applicable
- Assists with various activities of all officers and directors, as well as standing committees to ensure the accomplishment of club strategies and objectives are met

### 2. Other Duties

- Liaise with Referee Coordinator to confirm referee availability for assigned games

## Position Description

- Address any issues resulting from referees who fail to attend their scheduled game(s)
- Liaise with website developer/programmer to rectify any issues with the schedule on the website
- Perform any additional duties that may be required created by absence of board members or vacant positions
- Attend Board of Director's Meetings

### B. Skill

#### 1. Education

- N/A

#### 2. Licenses, Trades, Certificates, Professional Designation

- N/A

#### 3. Experience

- Experience working as volunteer
- Participation on committees
- Experience with a variety of different software applications: Microsoft Word, Excel, Outlook,
- Experience with website administration

#### 4. Abilities

- Effective interpersonal skills
- Excellent time management and organizational skills
- Effective communication skills, both written and verbal
- Ability to work well in a team environment

### D. Responsibilities

#### 1. Decision Making

- In consultation with Board members and working committees, working collectively through discussion to arrive at best solution

#### 2. Administration

- Compile end of season stats and report to Board of Directors

#### 3. Contacts

- Membership of KWSC

## Position Description

- Other agencies; OSA, SOSA office, current website provider

### E. Working Conditions

#### 1. Work Environment

- Work from home, evenings, week-ends
- Monthly meetings of the Board of Directors
- General Meetings held quarterly
- Annual General Meeting held in November

### F. Conditions of Position

- Criminal Police Information Check (CPIC)
- Must be member in good standing with KWSC

Job Description Approved by (Print):		Date	
President Signature:			
Secretary Signature:			

# Position Description

<b>Position Title</b>	Communications Officer of KWSC	<b>Date:</b>	August 2011
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The Board of Directors shall conduct the business of the Club during the periods between general meetings of the Club and in accordance with the authority granted to it in the published rules of the Club.

## Position Purpose

The Communications Officer shall be responsible for reading and responding to, where applicable, all e-mails sent to the Club and forward correspondence to the appropriate directors as required.

The Communications Officer will act as liaison with KWSC members, members of the community and affiliates for the purpose of procuring fields, special events and for securing field rental contracts to accommodate the needs of the club.

The Communications Officer will collaborate and work with the Vice President to maintain and enhance the field conditions in Kingston and surrounding area; attend meetings related to fields associated with the Club; proactive in finding suitable property for the club's potential future growth; and assist the Communications Officers in securing the fields to accommodate the club's needs.

The Communications Officer will assist all officers in performing their responsibilities and attend all Board Meetings.

## A. Major Accountabilities

### 1. Operational duties

- Responsible for correspondence with KWSC members
- Compose communication updates and notices to send out to members; rules, constitution, registration dates, payment dates, etc.
- Assist the Vice President with the coordination and management of fields to meet the needs of the club
- Liaison with community soccer clubs and association
- Assists with various activities of all officers and directors

### 2. Other Duties

- Perform any additional duties that may be required created by absence of board members or vacant positions
- Attend committee meetings; field committee
- Assist with maintaining field contracts

# Position Description

## B. Skill

### 1. Education

- N/A

### 2. Licenses, Trades, Certificates, Professional Designation

- N/A

### 3. Experience

- Experience working as a volunteer
- Participation on committees
- Knowledge of Soccer administration and applicable rules
- Experience with a variety of different software applications: Microsoft Word, Outlook,
- Experience with website administration

### 4. Abilities

- Effective interpersonal skills
- Effective communication skills, both written and verbal
- Excellent time management and organizational skills
- Ability to work well in a team environment with strong leadership skills

## D. Responsibilities

### 1. Decision Making

- In consultation with Board members and working committees, working collectively through discussion to arrive at best solution

### 2. Administration

- Assist with administration of agreements

### 3. Contacts

- Membership of KWSC
- Other agencies; SOSA office, City of Kingston, community soccer associations
- Various municipalities – to obtain lease agreements for soccer fields.

# Position Description

## E. Working Conditions

### 1. Work Environment

- Work from home, evenings, week-ends
- Monthly meetings of the Board of Directors
- General Meetings held quarterly
- Annual General Meeting held in November

## F. Conditions of Employment

- Criminal Police Information Check (CPIC)
- Must be member in good standing with KWSC

Job Description Approved by (Print):		Date	
President Signature:			
Secretary Signature:			