

1. President-Chief Executive
 - a) Preside at all Club level meetings; annual, general, executive committee and special.
 - b) Approve all expenditures.
 - c) Select location of all meetings.
 - d) Appoint all committees, as he/she deems necessary.
 - e) Call meetings upon his/her discretion or direction of the Board or 50% of general membership.
 - f) Compile a plan for the coming year, including but not limited to a general Club meeting schedule and present it to the Board for review and approval.

2. Vice President -Travel and House
 - a) Serve as Chief Executive in absence of President according to division.
 - b) Develop program specific meeting schedules, and preside over said meetings.
 - c) Perform all functions as may be delegated by the President.
 - d) Serve as primary contact for coaches, parents or players regarding Club issues according to division.
 - e) Assist other officers.
 - f) Girls Travel VP additional;
 - RDYSL Fines-monitor on a weekly basis while in-season. Contact and remind coaches to clear fines before season ends
 - Advertising for try-outs, camps, clinics – Suburban News, poster signage, website
 - Monitor coaches training - code of conducts, licensing, concussion training and D2L
 - Assist at tryouts-confer with coaches on rosters and player placement
 - Participate in coaching selections
 - Coordinate coaches curriculum for Ogden Parks and Recreation contract qualification
 - Tournament board liaison and assistance
 - Communicate and provide information to parents and coaches relevant to the club or issues through

3. Club Secretary
 - a) Maintain active list of members in the form of a membership roster obtained from the Registrars.
 - b) Distribute notices of all meetings, not less than ten days in advance, with the exception of special meetings. Special meetings will require not less than three day notice.
 - c) Record minutes of all meetings; annual, general, executive and special. In the absence of the Secretary, another officer will be responsible for recording meeting minutes and communicating those minutes to the Secretary.
 - d) Distribute all notices and announcements to the general membership.

4 Treasurer

- a) Shall have custody and keep Club records of all money collected and distributed.
- b) Shall be authorized, along with two other officers other than the President, to sign all checks issued for payment of Club's liabilities. The two other officers will be determined by a Board vote.
- c) Keep monthly report of financial status for reading to general membership at the beginning of the each general meeting.
- d) Prepare tentative expenditure budget for reading to general membership at the beginning of the fiscal year.
- e) Prepare annual report for reading to general membership at the end of the fiscal year.
- f) Prepare statement of fees and assessments for the Club.
- g) Additional;
 - All banking activity - deposits, payment of all expenses. Maintenance of QuickBooks accounting system and banking relationship (including credit cards)
 - Responsible for the preparation of the annual tax filings (with guidance from outgoing Treasurer)

5. Travel Registrar-

The Club Registrar is responsible for maintaining the Club's player and staff records on the SSC website and New York State West Youth Soccer Association (NYSWYSA) system, RosterPro. The Club registrar also currently functions as the Travel treasurer and is responsible for insuring payment by travel members.

- a) Work with Treasurer and team managers on gathering payment and information; rosters, medical release forms, risk management disclosure forms or other such documents as may be required.
- b) Help new managers with duties and responsibilities.
- c) Maintain and issue player passes and credentials for all involved within the Club.
- d) Create and maintain active rosters in accordance with RDYSL and NYSW.
- e) Additional;
 - Coordinate Travel try-out and season registration process (July-September).
 - Input all Travel staff into the NYSWYSA system (RosterPro) to obtain "Risk Management" passes for all Travel staff (November-December).
 - Work with coaches to develop rosters for RDYSL (by late March early April).
 - Provided Club President with team counts prior to RDYSL season (January)
 - Help House Registrar (if applicable) with their duties. If no House Registrar, perform House Registrar duties.
 - The Club Registrar is basically the team manager for the whole Club.
 - Useful Skills:
 - Good working knowledge of Excel.
 - Understanding of web-based databases and data input or willingness to learn.
 - Good organizational skills.
 - Decent communication skills.
 - "Patience"