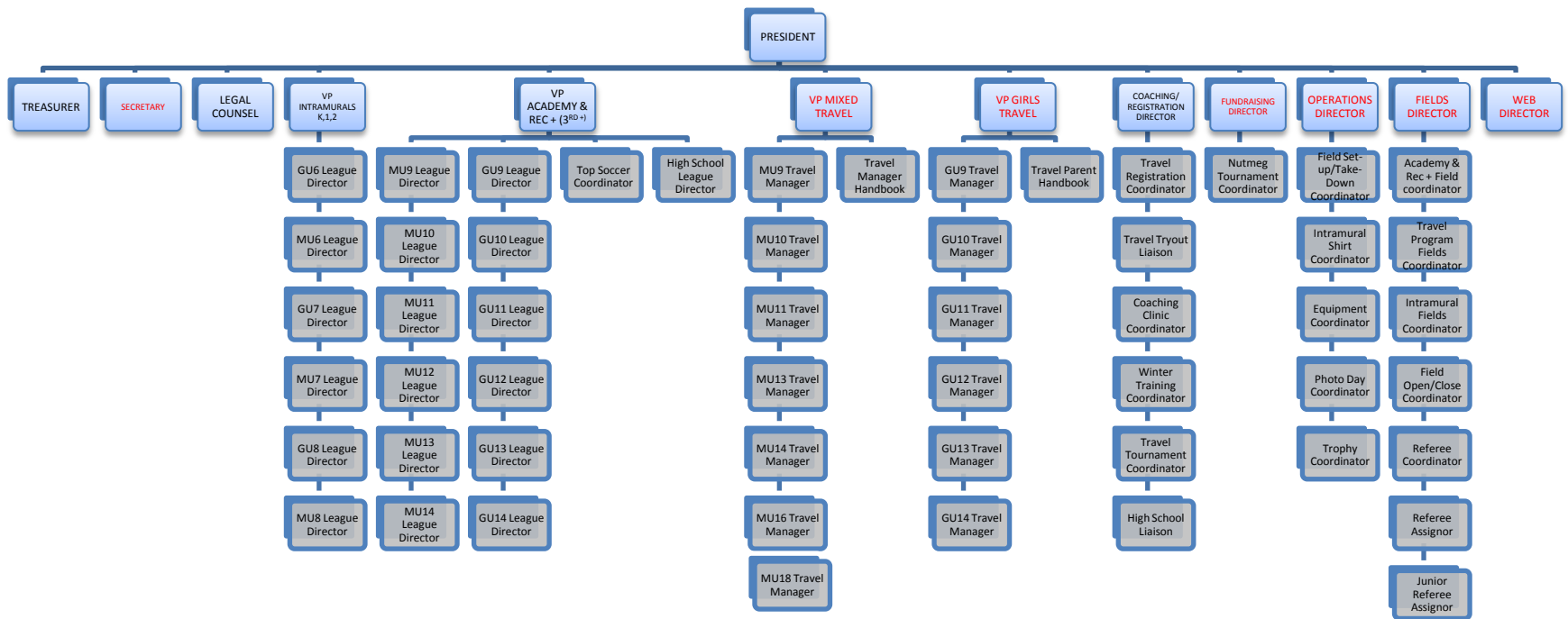


Wilton Soccer Association Board of Directors and Volunteers



Voting Board Member
Board Meetings Mandatory

Non- Voting
Board Meetings Optional

Board of Director
Role Descriptions

BOARD OF DIRECTORS

- President / Co-President - Serve as chief executive officer of the organization and to preside over Board of Director meetings. No voting authority other than in breaking a tie vote of the Board.
- Treasurer - Monitor and report financial status of the WSA.
- Secretary – Responsible for producing minutes to Board Meetings and maintaining WSA archives. And, documenting and keeping WSA Policies up to date and organized.
- Legal Counsel - Provide legal advice/counsel to WSA. Ensure all Risk and Insurance policies are maintained and up to date.
- VP Intramurals (K-2) - Coordinate WSA Intramural program, including communication to Board, league directors (“LDs”), parent coaches, professional trainers and parents of players.
- VP Academy & Rec+ (3+) – Responsible for overseeing the coordination (3+) of the WSA Rec+ program by interfacing with district, league directors (“LDs”), parent coaches, and professional trainers.
- VP Mixed Travel - Responsible for administration and conduct of the boys travel program, including selection of managers and providing support and assistance with managers during each season, executing on disciplinary matters, management of the selected coaching organization, and liaison with SWD-CJSA.
- VP Girls Travel - Responsible for administration and conduct of the girls travel program, including selection of managers and providing support and assistance with managers during each season, executing on disciplinary matters, management of the selected coaching organization, and liaison with SWD-CJSA.
- Coaching & Registration Director – Oversee travel tryout process; disseminate registration information for travel programs, register and collect materials from potential travel players; Responsible for overseeing coaching for the travel & rec teams, including serving as a liaison with professional coaching organizations and a resource for intramural parent coaches.
- Fields Director – Responsible for overseeing fields setup & take-down, fields coordination and assignment with Rec and Travel programs. Also to oversee operations, planning the use of materials, purchasing and some administrative tasks.
- Operations Director – Responsible for overseeing operations, planning the use of materials, purchasing and some administrative tasks.
- Fundraising Director – Responsible for event planning such as the Kick Off Even, fundraising related activities, and oversight of Nutmeg Tournament
- Web Director – Responsible for content and maintenance of the WSA website including the online registration programs and data sharing with SWD and CJSA.

Board of Director and Volunteers
Descriptions

OFF-BOARD VOLUNTEERS

- Intramural (k-2) League Directors – Acting as commissioner of the league for a respective age group. Responsible for forming team rosters, practice & game schedules, and disseminating information to the coaches in a timely manner.
- Rec+ (3+) League Directors - Acting as commissioner of the league for a respective age group. Responsible for forming team rosters, practice & game schedules, and disseminating information to the coaches in a timely manner.
- TOPS Soccer Coordinator – Responsible for coordinating activities for this program including registration and fields.
- Travel Managers – Responsible for administrative roles of their respective team; the manager serves as liaison between the players, parents, coach and WSA, making sure all information, paperwork and schedules are collected, processed and communicated on a timely basis.
- Nutmeg Tournament Coordinators – Role filled by representatives from each of the U10 Travel teams. Responsible for overseeing all activities associated with the Nutmeg Tournament.
- Travel Registration Coordinator – Interact with the registrar of the SWD office for certification of team rosters and player passes.
- Travel Tryout Liaison – Responsible for coordinating travel tryout process with the coaching organization.
- Travel Manager Handbook – Maintain and update the Travel Manager handbook.
- Coaching Clinic Coordinator – Acts as a liaison between Rec/Travel programs and the MLS/NOGA organizations.
- Winter Training Coordinator – Responsible for coordinating winter training sessions for the Rec and Travel teams.
- Travel Tournament Coordinator – Responsible for the coordination of travel tournament events for the travel teams.
- High School Liaison – Acts as a liaison between the WSA and High School program.
- Rec Program Fields Coordinator – Responsible for fields coordination and assignment for the Rec program.
- Travel Program Fields Coordinator – Responsible for fields coordination and assignment for the Travel program.
- Fields Setup / Take-Down Coordinator – Responsible for fields setup prior to fall and spring soccer seasons and field take-down at the end of each season. WSA has received approval from P&R to keeps goals assembled on fields and locked. Nets will need to be removed/put up each season.
- Procurement Coordinator - To purchase and negotiate equipment, patches, supplies and additional materials as required by the WSA.
- Intramural Shirt Coordinator – To work with VP K-2 for acquiring shirts needed for Fall and Spring seasons.
- Photo Day Coordinator - Responsible for selection of vendor, organization of photo day and distribution of all intramural team photos and coaches plaques.
- Trophy Coordinator - Responsible for selection of vendor, purchase and distribution of all intramural trophies.
- Equipment Coordinator - To put all of the coaches bags together for the intramural and travel program and purchase/replace equipment, as needed.