

QSC PRESIDENT DUTIES

BY- LAWS – PRESIDENT: The president shall preside at all meetings and conduct them in accordance with the order of business. He shall attend the Annual General Meeting of the state association. He shall be responsible for upholding the philosophy and By-laws of the club, as stated herein. He shall appoint members to the following positions with the approval of the Executive Committee: Facility Manager, Public Relations Coordinator, Borough Liaison Coordinator and Financial Audit Committee.

OVERALL

- Assist Vice President with All Tournaments – help to establish direction of annual tournaments and proper execution of Club Elections.
- Work with Secretary to run Board and Club Meetings
- Work with Treasurer to ensure all Budget and Financial Objectives are Established and Maintained
- Set & Guide Vision of Club Programs
 - Travel – Including determination of execution of Club Travel Policy and determination of which Leagues QSC participates in
 - Intramural – help Coordinator, Promote, and grow QSC Recreational Program, including working the Grill at the IM Festival
- Work with Registrar to establish all necessary US Soccer, EPYSA and League Roles. Ensure compliance with EPYSA background checks and Concussion training
- Work with Various Coordinators to ensure objectives are established and met
 - Facilities
 - Concessions
 - Sponsorship/Fundraising
 - Public Relations
 - Newsletter
 - Trips
- Support ALL Club Activities where possible

OTHER GENERAL TASKS

- Update Social Media (Facebook, Twitter)
- Webmaster
- Attend EPYSA Annual General Membership Meeting (AGM)
- Liaise with Local Communities to help QSC maintain good relationships
 - Includes Quakertown Borough Youth Sports Council
- Attend Monthly Executive and Club Meetings
- Attend Coaches Meetings as Needed
- Send regular mass emails to the club with vital information and/or announcements, to thank membership for their help and support, notify

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- them of club initiatives or events, and disseminate any soccer-related announcements. Be a positive, empowering face to the organization.
- Review the activities of the Treasurer and access QuickBooks periodically as a means of checks and balances. Use the Club ATM card as needed for online orders and subscriptions.
 - Maintain a spreadsheet of those who have soft-key access to the clubhouse, and set up access for any new members who require it.
 - Troubleshoot, handle grievances that arise, and assist other Board members in handling concerns or grievances.
 - Ensure Club Maintains Non-Profit Status

TASKS BY MONTH

DECEMBER

- Wrap-up Budget for Current Year
- Establish Budget for Next Calendar Year
- Ensure Transition of New Board Members

JANUARY

- Each January, organize the QSC Travel Club Awards Night. Assign roles for presentation, create the program (working with the coaches and TC to compile information and proofread) and get it printed. Write opening letter with the “state of the club address”. Decide on the annual “President’s Award” recipient. Work with other Board members to decide on other award winners. Coordinate with snack stand and slide show presenter. (approx. 15-20 hours prior to event)
- Emcee the QSC Travel Club Awards Night, and coordinate the event, usually the first Friday in February.

FEBRUARY

- Assist with Indoor Tournies
- Each Spring - Attend the Annual General Meeting of the state association. (one weekend)
- Attend meetings of the QSC Tournament committee in early Spring, enough to be sure that all coordinators have the manpower and resources that they need and the best interests of the Club are being served.
- Negotiate and New or Renewing Sponsorships
 - Red Robin
 - Car Dealership
 - Kwik-Goal Adidas

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MARCH

- Attend EPYSA AGM

APRIL

- Initiate Sarah Parvin (SPT) Tasks
- Coordinate with Accountant for Taxes

MAY

- SPT – Attend Leadership Team Meetings - Attend meetings of the Sarah Parvin Tournament committee in late Spring and early Summer, enough to be sure that all coordinators have the manpower and resources that they need and the best interests of the Club are being served.
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JUNE

- Support Sarah Parvin SoccerFest
- SPT – Attend Leadership Team Meetings
- Each June, coordinate with Travel Coord. and meet with each Travel team after tryouts, and during their team meetings to present a face to the club for the parents and present the club philosophy and address any questions or concerns.

JULY

- Support SPT

AUGUST

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SEPTEMBER

- Support Election Process by VP

OCTOBER

- Support Election Process by VP
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NOVEMBER

- Review Sponsorship for Current Year and Goals for Next Year
- Support Election Process by VP