

Vice-President of Administration

The President and Vice President will act as Executive Officers of the organization. The President's description will provide more detail as to the responsibility of the Vice President not so outlined in this document.

1. In the absence of the President, inability or refusal to act or is deemed by the Board of Directors that he or she is unable to continue performing the duties of the office, the Vice President shall perform the duties of the President. When performing the duties of the President and, when so acting shall have all the powers of and be subject to all the restriction of the President.
2. The Vice President shall perform such additional duties as are from time to time assigned by the President or the Board of Directors.
3. Meet with new incoming board replacement and give thorough turnover (notes, books, electronic files, etc).
4. Correspond with other Board members throughout the year through emails and phone calls concerning various things to keep the league running smoothly.
5. Perform board duty, as scheduled, on game days in order to have a Board member present at all times.
6. Access the post office box in the absence of the President, for CSL mail and distribute accordingly.
7. The Vice-President's term of office shall be one year.

The Board of Directors may have non-voting Board Members or Subcommittee Chairs under their direction as follows, and such persons may be called 2nd Vice-President or referred to as a Committee Chair:

Registrar

1. Implement and/or maintain the registration process to ensure an accurate and timely registration of the membership for Fall and Spring seasons.
2. Maintain and update as necessary registration form and provide for the efficient distribution of the forms via mailings, on-line, and other means necessary to ensure general availability to the membership and potential registrants.
3. Assist in coordination and management registration funds and ensure timely coordination with the Treasurer.
4. Maintain a database of all currently registered players as well as past players.
5. Coordinate resolution of incomplete registrations.
6. Coordinate processing of mail-in registrations.
7. Coordinate Age Group wait lists with Commissioners.
8. Provide Commissioners and each Age Group Coordinator with the latest Age Group registration information.
9. Develop a list of volunteers from the registration forms data and maintain a current list of volunteers at all times.
10. Verify rosters and verify/print pass cards for CSL/TASL for the each player.

11. Attend all meetings of CSL as well as annual and special general meetings of the membership.

Webmaster

1. Maintains website per guidance and authority of the Board of Directors.
2. Sends on-line registration reports to Registrar and Treasurer for payment input as requested/needed by the
3. Reports to the President and Vice President or their duly appointed designee.
4. Only posts/removes under the authority and approval of the Board.

Volunteer Coordinator

1. Establish a volunteer contact list initially working with the Registrar and subsequently by active recruitment.
2. Ensure all volunteers have completed their required documentation, including any applications, code of conduct, employment forms, KidSafe forms or Risk Management applications, W9's, and other pertinent local, state and federal documents (including any for related soccer organizations).
2. Work with other club members to establish seasonal volunteer requirements.
3. Obtain commitments from volunteers to fill volunteer requirements.
4. Work with the nominating committee to identify volunteers for the annual Board of Director elections.
5. Fill any other volunteer positions as directed by Board of Directors including but not limited to special committees.
6. Initiate recommendations to the Board of Directors for improvements in the volunteer recruiting, managing and/or coordinating processes that will result in improvement in club.
7. Reports to the President and Vice President.

Picture Schedule Coordinator

1. Provides seasonal schedule of team picture date/time for Recreational, Advanced, Travel teams prior to the first season game to the webmaster for posting.
2. Acts as the POC for rescheduling of date/times for teams.
3. Reports to the President and Vice President

Concession Stand Committee(Scheduler)

1. Provides seasonal schedule of team concession duty for Recreational, Advanced, Travel teams within a timely manner.
2. Provides a concession sign in sheet each Saturday and Sunday for teams prior to the first duty time.

3. Retrieves completed sign in sheets from Saturday and Sunday. If teams do not fulfill their duty time will reschedule to another date.
4. Reports to the President and Vice President.

Director of Referees/Facilitators

Recruit new referees

Ensure referee training and quality

Work with the Recreation Commissioner and Registrar regarding rules and schedules

Schedule referees for games and works with any Assignors/Organizations with which CSL participates

Interface with coaches for any referee issues

The term of any Sub-Committee Member shall be one year.