



United Soccer of Auburn Board Position Descriptions

Meetings: Second Sunday of the month at 7 PM

AGM – November

Special Corporate Meeting - June

President

- Responsibilities:
 - o Run meetings.
 - o Support board members
 - o Carry out the business of the corporation subject to the direction set by the Board of Directors
 - o Principal contact with MAYS and Mass Youth Soccer.
 - o Interface with parents/public
- Time requirement:
 - o Significant time commitment. Many hours every week. Typically more in between seasons.

Vice President

- Responsibilities:
 - o One heartbeat away
 - o CORI Check process for all volunteers
 - o Other projects as requested
- Time requirement:
 - o Several hours a week for the month before the season starts

Secretary

- Responsibilities:
 - o Takes notes & publish minutes of each meeting
- Time requirement:
 - o Depends on how fast you type. Typically an hour a month outside of meetings.

Treasurer

- Responsibilities:
 - o Handle financial affairs of Auburn Soccer
 - o File taxes
- Time requirement:
 - o Greater during the season when paying referees. On the order of a couple hours a month.



United Soccer of Auburn Board Position Descriptions

Director of Programs

- Responsibilities:
 - o Organize player evals
 - o Work with coordinators
 - o Resolve conflicts of interest
- Time requirement:
 - o Negligible during the season. Three or four hours a week to attend draft meetings and organize/manage evals for a few weeks before and after the season.

Director of Development

- Responsibilities:
 - o Arrange programs for training players, coaches and referees
- Time requirement:
 - o Depends on how many training programs are being arranged. Typically an hour or so a week when planning sessions. Several hours for the week or two prior to a training session.

U4/U5/U6 Coordinator

- Responsibilities:
 - o Coach selection
 - o Run draft
 - o Game and practice schedule
- Time requirement:
 - o 2-3 hours per week just prior to and just after the start of the season to manage the draft and create the schedule.

U8 Coordinator

- Responsibilities:
 - o Coach selection
 - o Run draft
 - o Game and practice schedule
 - o Recruit new referees
 - o Ensure referee training and quality
 - o Schedule referees for all in-town games
 - o Interface with coaches for any referee issues
- Time requirement:
 - o Largest just prior to the season. Depends on number of referees and games. Can be as high as 3-5 hours for a week or two. Dependable, quality referees = near zero time commitment during the season with the exception of rainouts. Your mileage may vary.
- Time requirement:
 - o 2-3 hours per week just prior to and just after the start of the season to manage the rosters and create the schedule.



United Soccer of Auburn Board Position Descriptions

Girls Travel Coordinator

- Responsibilities:
 - o Run roster placement meetings
 - o Select coaches
 - o Manage league roster/passcard requirements
- Time requirement:
 - o 2-4 hours per week just prior to and just after the start of the season to manage the draft and league rosters/passcards.

Boys Travel Coordinator

- Responsibilities:
 - o Run roster placement meetings
 - o Select coaches
 - o Manage league roster/passcard requirements
- Time requirement:
 - o 2-4 hours per week just prior to and just after the start of the season to manage the draft and league rosters/passcards.

Registrar

- Responsibilities:
 - o Organize seasonal registration
 - o Maintain database
 - o Perform necessary work to register with MAYS and Mass Youth Soccer
 - o Print and distribute player and coach passcards
- Time requirement:
 - o 4-6 hours per season depending on how many paper registrations need to be processed and how much support the coordinators require.

Field Coordinator

- Responsibilities:
 - o Obtain field permits
 - o Work with the Parks Department
 - o Portable bathrooms for all fields
 - o Ensure that the field are lined
 - o Monitor field equipment and place orders when needed
- Time requirement:
 - o 1-2 hours per week when obtaining permits and will vary during the season depending on how much help coaches provide with field lining.



United Soccer of Auburn Board Position Descriptions

Equipment Coordinator

- Responsibilities:
 - o Order and manage equipment and uniforms (boy that sounds easy).
- Time requirement:

2-4 hours a week for a few weeks prior through a few weeks after the start of the season. Most of your time will be spent organizing and distributing equipment. The more you cater to coaches' schedules, the more time you will spend running around. Strong organizational skills are the key to this position.

TOPS Soccer Coordinator

- Responsibilities:
 - o Manage and schedule the TOPS Soccer program
- Time requirement:
 - o Several hours pre-season to recruit coaches and plan sessions.
 - o Plan/Run session once a week

Sponsorship/Fundraising Coordinator

- Responsibilities:
 - o Line up business sponsors for U4 through U8 teams
 - o Other sponsorship opportunities
 - o Dick's Sale Day (1 morning per year)
 - o Manage other fundraising activity
- Time requirement:
 - o A few hours to reach out to businesses during the off season
 - o Otherwise varies with how ambitious you are