

Bloomington Youth Soccer Club

Job Description



Position: President

Purpose: The President is the Chief Executive Officer of the BYSC, and, subject to the direction of the BOD, shall have general supervision and control of its business.

Date Approved: 10/10/13

Job Duties and Tasks

- Ensure that the BYSC is managed in accordance with its bylaws, policies, mission statement and guiding principles
 - Ensure that all decisions and/or directives of the BOD are implemented in a timely manner
 - Ensure that the BYSC operations are managed in a timely and efficient manner
 - Ensure that all positions to run the BYSC are staffed
 - Appoint committees as required to carry out BYSC business
 - Work with the Board of Directors to develop a dynamic strategic roadmap for the BYSC
 - Preside at all official BYSC meetings, and, establish the agenda for all Board meetings, annual and special meetings
 - Present an annual report of the state of the BYSC at the Annual General Meeting
 - Act as principal representative of the BYSC
 - Have signature authority, in addition to the Treasurer, for club expenditures
-

Special Knowledge and Skills

- Ability to take directions and provide direction to others
- Ability to mediate
- Ability to establish and manage execution of plans
- Ability to use sound judgment
- Ability to manage and lead meetings
- Robert's Rules of Order

Commitment

Commitment 4-8 hours per week.

The Bloomington Youth Soccer Club is a non-profit, community-based organization run by parent volunteers with professional coaches whose mission is to make soccer accessible, affordable and fun to kids at all age and competition levels.