

Responsibilities of Mequon Soccer Club Board Members, Committee Members, Officers, Coaches, and Representatives

Last Edited: April, 2013

All Employees, Volunteers, or Others Acting on Behalf of the Club

All persons acting on behalf of the Club, including Board members, Officers, Coaches, Staff, and Volunteers, share the following set of responsibilities:

- Always act in the best interest of the Club when conducting Club business or otherwise performing Club functions. The Club's Conflict-of-Interest policy is to be followed at all times.
- Act in an honest and courteous manner toward other Club members, and to people with whom you are conducting business on behalf of the Club.
- Report any violations of Club Policies by Board members, Officers, Coaches, Staff, Volunteers, or anyone acting on behalf of the Club.
- People other than Board members and Officers are not allowed to speak for the Club in business matters except when explicitly granted permission by either the Board or an Officer.

Board Members (Directors)

The Club Board oversees the management of the Club, including selection of Officers (President, Vice President, Treasurer, and Secretary), developing Club policies, reviewing finances, and making personnel decisions. The overall size of the Board is constrained to be less than or equal to 24 members by the Articles of Incorporation. Within that constraint the Board is free to appoint new members, or replace existing members, as necessary.

- Meetings of the Directors are held periodically, and Directors are expected to make good faith efforts to attend all such meetings. Topics, discussions, expressed opinions, and written materials used in Board meetings are all considered privileged information that are not to be shared outside of the Board. Written summaries of Board meetings are also considered privileged information and may not be shared.
- Directors are asked to serve for a term that is specified by the Board. Subject to an overall maximum term length, individual Board members may have different term lengths as set by the Board when they are appointed, and are expected to make a good faith effort to serve out the full extent of their term.
- The Board must approve all personnel changes, including hiring, firing, payroll, benefits, and titles.
- The Board must review and approve the player development Program plan on an annual basis.
- The Board has responsibility for Club tournament(s).
- Directors must disclose any potential conflicts of interest, and they must recuse themselves from any vote for which they have a conflict of interest. Examples of a direct

conflict include ownership of, or substantial financial interest in, a potential vendor doing business with MSC, or any action that exclusively or preferentially benefits their child.

- Two Directors have additional responsibilities:
 - Chairman: The Chairman runs the Board meetings, and must ensure that the Board follows established procedures in conducting Club business. The Chairman is the tiebreaker in any vote, and is the only Board member than can bring items up for a vote.
 - Secretary: The Secretary is responsible for recording Board meeting minutes, the outcome of all votes, publishing meeting agendas/minutes.

Committee Members

In order to carry out Club business, the Board will, at its discretion, employ Committees that oversee particular activities or business functions. A Committee is assigned a Chairman by the Board, and the Chairman is empowered to appoint Committee members that may include other Directors, Club staff, Club members, or others from outside the Club as necessary. Board-level Committees must have a Chairman that is a member of the Board.

Committee Chairman

The Committee Chairman runs the Committee, and is responsible for reporting its activities to the Board.

- The Chairman is responsible for staffing the Committee with Members that are appropriate for its function.
- The Chairman is expected to keep records of Committee meetings which will be archived by the Club Secretary and made available to Board Members and others as necessary.
- Given that Committee Members will generally include Volunteers and others from inside and outside of the Club, the Chairman is responsible for control of any privileged information that may be needed by the Committee. If necessary to complete Committee business, the Chairman may divulge privileged information to Committee Members that would not normally have access to it, if they are first informed about their responsibility for control of the information.
- The Chairman should be mindful of any conflict of interest that may occur on the committee, and ensure that volunteers on the committee are aware of the Club's conflict of interest rules.

All Other Committee Members

Committee Members can be people associated with the Club, or people from outside the Club.

- Committee Members are expected to make a good faith effort to attend all Committee meetings.

- Committee members are expected to make a good faith effort to perform duties assigned to them by the Committee, and if to inform the Committee Chairman if, for whatever reasons, this is not possible.

Officers

Club Officers, including President, Treasurer, and Secretary, are appointed by the Board on an annual basis.

President

The President presides over the day-to-day operation of the Club. The President can also speak for the Club, and can contractually obligate the Club.

- The President is expected to consult with the Board on all matters that involve obligation of a significant amount of Club resources. This would include entering into large contracts, or the use of staff, volunteers, or Club assets.
- The President is charged with enforcing Club policies in daily operations. Exceptions to Club policies must be cleared with the Board.
- The President is expected to make a good faith effort to attend all Board meetings, and will be asked to periodically report on club operations and on the overall health of the Club.
- The President does not have the authority to make changes in personnel or payroll obligations, but can make recommendations to the Board that then must be approved before they can be acted upon.

Vice President

The Vice President generally helps the President with his/her duties, and can act in his/her stead if the President is absent.

Treasurer

The Treasurer manages the Club finances, and is responsible for authorizing payments from Club accounts.

- The Treasurer is required to manage the Club finances in a fashion that is transparent and consistent with generally accepted accounting principles.
- The Treasurer is expected to make a good faith effort to attend all Board meetings, and will be asked to periodically report on the financial condition of the Club.

Secretary

The Secretary manages all Club documents, both private and public, and also has responsibility for the Club website.

- The Secretary is expected to manage access to all public documents in a manner that makes them as widely and simply available as possible, dependent on the nature of the intended audience.
- The Secretary is expected to control and restrict access to business and other confidential documents as necessary, while still maintaining, to the extent possible, ease of access by those authorized to view the documents.

Coaches

Club coaches manage the practice/development of Club soccer players and Club teams. They also manage team competition, including league and tournament play. All Coaches will be asked to undergo background checks from time to time, and must be able to clear such checks as a condition of employment.

Director of Coaching (DOC)

The DOC reports to the Club President, and has overall responsibility for the coaching staff, development Program, and team competition.

- The DOC is responsible for creating and maintaining high quality youth player development Programs that attract and consistently develop young players and are consistent with goals of the Club. DOC has the primary responsibility for all Program elements, including practices, league play, and tournaments. The Program plan must be presented to the Board annually for review and approval.
- The DOC has responsibility for making hiring and firing recommendations for coaches, but the Board must approve all personnel decisions. The DOC does not need Board approval to make changes in coaching assignments that do not affect payroll obligations.
- The DOC is to be the primary conduit for communication between the Club management (Officers and Board) and the coaching staff as needed.
- The DOC is expected to periodically report to the Board on the overall health of the Programs, and make suggestions for improvements based upon his/her operational assessment.

All Other Coaches

Coaches get their schedules from, and report to, the DOC. They are expected to be experienced at some or all aspects of the game (depending on their particular role in the Program), and be able to effectively teach young players.

- Coaches have primary responsibility for player safety from the time players are dropped off at a practice or game, and the time they are picked up by parents. As such they must be at events on time, stay until completion, and must be on guard against possible hazards and take the appropriate action if necessary to ensure the safety of the players.
- Coaches are expected to demonstrate good sportsmanship, honor the game, and to be

respectful of parents, players, opponents, and game officials at all times.

- Coaches are responsible for maintaining any licenses required for their positions, and are required to inform the Club of any changes in licensing.
- Coaches must be able to pass background checks.