

Executive Officers of HTRSA

President:	2 YR Commitment
	<p>Oversees Board organization and Programs Offered.</p> <p>Conducts monthly Board Meetings to ensure effective communications between Board Members, Community and Programs.</p> <p>Sign and execute any deeds, contracts, etc.</p> <p>Assists Treasurer as needed regarding Financial Reporting and Transactions. Approves expenses and co-signs checks</p> <p>Call special meetings if necessary</p> <p>Develop relationships with members and other clubs.</p> <p>Coordinate strategic planning for the Club</p> <p>Enforce the HTRSA's Constitution, By-laws, Policies & Procedures and such roles and regulations as may be adopted by the Club</p> <p>Fine and/or suspend those who shall violate the provisions of the Constitution, By-laws and Policies and Procedures of the Club and/or the playing rules of the game of soccer.</p> <p>Determine how to manage all protests and matters of similar nature, seeking counsel if appropriate.</p> <p>Work with the Vice-President to identify Division Commissioners for each age grouping.</p> <p>Work with Club's Volunteer Coordinator to ensure that all key Recreation, Competitive and League responsibilities are assigned to either a Board member or a league volunteer.</p> <p>Annually file "Club Affiliation Form" with NJYS (due date: Aug 15)</p> <p>Annually file the Club's certificate of insurance requests with NJYS</p> <p>Coordinate annual filing of the "Annual Report Filing Form" with the State of New Jersey.</p> <p>Oversee the drafting of players for teams by the Division Commissioners.</p> <p>Co-host the Awards Night Ceremonies/Banquets (if any) with the appropriate Division Commissioners.</p> <p>Work with Secretary to send out (small or email) reminders and notices to members and coaches concerning League Registrations, Picture Day reminders, game day cancellations, etc.</p>
Vice-President:	2 YR Commitment
	<p>Attend all board meetings</p> <p>Serve on the executive committee</p> <p>Carry out special assignments as requested by the board chair</p> <p>Understand the responsibilities of the president and be able to perform these duties in the president's absence</p> <p>Participate as a vital part of the board leadership</p> <p>Oversees Rules Committee Annual review of rules</p> <p>Participates in Scholarship committee</p> <p>Set up a calendar for the upcoming season highlighting all key events and when they take place.</p> <p>Work with the President to identify Division Commissioners for each age grouping</p> <p>Verify/Track coaching requirements such as but not limited to Background check, Concussion Course, NJYS Coaching form and Kidsafe form</p>
Treasurer:	2 YR Commitment
	<p>Signs checks co-signed by another officer</p> <p>Track expenses against budget (monthly) and report at each Board meeting</p> <p>Facilitate invoice payments and reimburses as requested and approved</p> <p>Present a financial statement at the end of Club's fiscal year</p> <p>Prepare Proposed Budget</p> <p>Keep a full and accurate account of receipts and expenditures, and disburses league funds as authorized by Board.</p> <p>Responsible for the maintenance and reconciliation of the Club's checking and other financial accounts monthly</p> <p>File Form 990 & File Form 1099 as required</p> <p>Make books available as required for Audit review</p> <p>Understand financial accounting for nonprofit organizations</p> <p>Help develop fundraising plans</p> <p>Check the Post Office box for incoming mail</p> <p>Present a report at each Board meeting</p>

Secretary:	2 YR Commitment
<p>Send out notices for Board meetings and other official meetings of the Club Provide agendas for Board Meetings (in consultation with President) Take minutes of all Board Meetings Distribute minutes after Board meeting Maintain Board by-laws Assume responsibilities of the chair in the absence of the President and Vice President Participates in Annual Rules Committee review of Rules</p> <p>Oversee the Kid Safe Program and ensure that the league is in compliance with NJYS on this requirement.</p> <p>Work with President to send out (small or email) reminders and notices to members and coaches concerning League Registrations, Picture Day reminders, game day cancellations, etc. Support Vice President on verify/Track coaching requirements such as but not limited to Background check, Concussion Course, NJYS Coaching form and Kidsafe form</p>	

EXECUTIVE BOARD POSITIONS

Competitive Director	2 YR Commitment
<p>Coordinate needs/activities of Club Competitive Division Soccer program (Hamilton Soccer Club) Provide strategic direction for Hamilton Soccer Club Preside over meetings of the Hamilton Soccer Club Distribute notices of significant Club Division events, including tryouts Manage the Tryout policies and procedures Provides guidance to Club Division Coaches Designates Boy/Girl Club Division Rep for NJ-SJYS participation Oversees annual elections of Competitive Coaches Provide annual elected Coach listing to Secretary of League for filing with Books & Records</p> <p>Coordinate with the designated Tournament Coordinator to manage all Columbus Day Tournament aspects</p> <p>Enter and maintain player records in the Got Soccer database</p>	
Concessions Chairperson:	2 YR Commitment
<p>Maintains the operation of concession facilities Organizes the purchase of concession products Responsible for the management of the concession sales at league events Schedules volunteers to work the concession booth during league events Maintain records for concessions and meet with treasurer Organizes, tallies and keeps records of concession sales and purchases Relay schedule to team managers to inform parents to staff concession stands Create a menu and list of equipment needs Obtain proper permits for food sales Prepare and give a detailed report at Annual Meeting</p>	
Field Operations:	2 YR Commitment
<p>Coordinate Game Schedules, Practice Schedules for Complex Field usage Coordinate with Township for Game Field Schedules and light schedules Coordinate with Township for appropriate permits needed to utilize Township fields Lining fields appropriately for each age group</p> <p>Keep grounds well kept at all times. Maintain lawn, parking area, shrubbery, and trees in healthy, clean, and trim state throughout property. Be knowledgeable in the use of chemicals for ground maintenance. Solicit parents and volunteers to help and assist with the responsibilities associated with seasonal "clean-up days" prior to the start of the spring and fall seasons Developing a support system of volunteers to line, water and fertilize fields (as needed) Provide maintenance supplies for the fields as required Attend meetings to provide updates</p>	

Facility Operations Manager	2 YR Commitment
<p>Plan, organize, and perform all work necessary for maintenance or preventive maintenance – with a written program.</p> <p>Implement recurrent cleaning & painting schedule of all interior building windows, walls, floors, etc.</p> <p>Operate & maintain all mechanical equipment, including heating & air conditioning units. Implement written preventive maintenance schedule for inspection & maintenance of all complex equipment.</p> <p>Perform all repairs in electrical, plumbing, and sewer services within his scope of knowledge and training.</p> <p>Regularly inspect and repair, as necessary, doors, windows, fixtures, and tools, within capability.</p> <p>Schedule and oversee periodic and regular servicing, such as pest control, fire extinguishers, first aid supplies/equipment, etc.</p> <p>Supervise all contracted work associated directly with the building</p> <p>Secure technical services as required, including obtaining more than one bid from special vendors, as appropriate.</p> <p>Assist in developing a written annual budget for appropriate line items.</p> <p>Assist in developing a written five-year plan of anticipated major maintenance/repair needs with estimated costs.</p> <p>Maintain records and/or logs of regular servicing and inspections conducted by outside vendors.</p> <p>Manages scheduling and use of facility</p>	
Finance & Budget	2 YR Commitment
<p>Prepare the budget for presentation at the February Meeting</p> <p>Periodic updates of budget projections should be submitted at regular meetings</p> <p>Treasurer will be a member of this committee but may not serve as its Chair</p> <p>Responsible for strategic and tactical financial management of the club</p>	
Registrar	1 YR Commitment
<p>Prepare registration materials for each season</p> <p>Coordinate members to support in person registrations</p> <p>Register Club players</p> <p>Input player registrations into HTRSA Database</p> <p>Verifying the eligibility of playing members</p> <p>Collecting all fees and dues and turning them over to the Treasurer</p> <p>Provide registration flyers to elementary schools and day cares for distribution prior to registration</p> <p>Support Competitive Director in entering and maintaining player records in the Got Soccer database</p>	
Sponsorship:	1 YR Commitment
<p>Solicit donations and sponsorships from local organizations</p> <p>Collects and reviews sponsorship opportunities</p> <p>Maintain records of monies secured through sponsorship & provides funds to treasurer for depositing</p> <p>Serve as liaison between league and all sponsors</p> <p>Coordinate requirements for sponsors' names and URLs, as necessary, for publication on advertising on the league website</p> <p>Coordinate the distribution of plaques to all sponsors after Fall Rec</p> <p>Coordinate with Uniform Chairperson to ensure appropriate sponsor names appear on uniforms</p> <p>Coordinate with Picture day Vendor on Team names for pictures</p>	
Officials:	1 YR Commitment
<p>Secure qualified youth and adult referees for games</p> <p>Review and mentor referees regarding their on-field performance</p> <p>Organize referee training throughout the year as needed</p> <p>Recruit new referees from within Club and community</p> <p>Organize referee training throughout the year as needed</p> <p>Make sure new referees and younger referees are properly trained and supervised</p> <p>Coordinate referee game assignments with referees and Dir. of Technology</p> <p>Arrange for payment with Finance contacts</p> <p>Develop and distribute a code of conduct for coaches, players and parents</p>	

Uniforms:	1 YR Commitment
<ul style="list-style-type: none"> Coordinate with Sponsorship Coordinator to obtain details for Uniforms Coordinate with the Registrar to obtain count details associated with the player needs Coordinate procurement and distribution of player uniforms Review potential opportunities for uniform options 	
Website:	1 YR Commitment
<ul style="list-style-type: none"> Develop and maintain Club website Maintain id's and passwords for the content management software (Joomla or other) used for the website Create and maintain FTP accounts to upload images and documents to the website Train other members/volunteers to update website content as needed Be available to update the HTRSA website in a timely manner if needed Oversee HTRSA Facebook team in synchronizing information updates and notices Upload meeting minutes 	
Scholarship	1 YR Commitment
<ul style="list-style-type: none"> Ensure Scholarship details updated for posting on website Email all out going seniors from the league of scholarship opportunity Coordinate committee members to review and determine scholarship winners Coordinate with Treasurer for scholarship winners Notify appropriate schools to attend Awards ceremonies Attend Awards ceremonies to present winners with award 	
Fundraising:	1 YR Commitment
<ul style="list-style-type: none"> Coordination of Tag day activities Provide leadership in developing strategies for raising funds to support the Club's programs Organizes and implements approved league fundraising activities Recruit volunteers for fundraising activities implementation Coordinates participation in fundraising activities Maintains records of monies secured through fundraising initiatives and provides funds to treasurer for depositing Prepare and give a detailed report at board Meeting 	
Volunteer Coordinator	1 YR Commitment
<ul style="list-style-type: none"> Establish volunteer contact list initially working with registrar and subsequently by active recruitment Work with other league to establish seasonal volunteer requirements Obtain commitments from volunteers to fill volunteers requirements Send reminders to volunteers for upcoming needs Manage volunteer appreciation events 	