



Board of Directors Duties

(As approved at the SGM on January 26, 2006)

DUTIES OF THE MEMBERS OF THE BOARD OF DIRECTORS

- 1. The President, except where the President delegates the responsibility to another person, shall:**
 - a. Act as the Chief Executive Officer of the Club;
 - b. Preside at all general meetings of the Club;
 - c. Be ex officio a member of all committees, except any nominations committee;
 - d. Appoint all chairs of standing and special committees subject to ratification by the Board;
 - e. Represent the Club at the Eastern Ontario District Soccer Association or ensure that a designated representative for Club is in attendance;
 - f. With the Treasurer and Secretary submit the Annual Membership application;
 - g. Ensure that the Club retains a membership in good standing with the EODSA by payment of all required fees and/or fine levied by the EODSA; and
 - h. Be the spokesperson for the Club.

- 2. The Vice-President shall:**
 - a. Act in the absence of the President and shall have other powers as assigned by the Board of Directors;
 - b. Preside at all meetings of the Board of Directors;
 - c. Be responsible for the registration of all players within the club;
 - d. Maintain the annual planning calendar for use by the Directors;
 - e. Co-ordinate and assist Directors, committees and staff with their responsibilities and timelines;
 - f. Update, revise and distribute the annual strategy meeting agenda to Directors;
 - g. Update and revise the Club Administration Manual;
 - h. Perform, co-ordinate or assign any items that may be required by or for the Club outside the scope of any of the Directors' responsibilities; and
 - i. Be responsible for the contracts of all Club Staff and the execution of Staff duties and making recommendations to the Board of Directors for annual approval of contracts.

- 3. The Secretary shall:**
 - a. Maintain a record of all minutes of the organization;
 - b. Maintain copies of all committee reports, notify officers and committee Members of their election or appointment;
 - c. Furnish committees with those documents required to perform their duties;
 - d. Sign all certified copies of acts of the organization (unless otherwise specified in the Club's published rules);
 - e. Maintain record books in which bylaws, published rules and minutes are entered and have the current record books available at each meeting;



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- f. Send to the Membership a notice of each general meeting;
- g. Send to the Board of Directors notices of each meeting;
- h. Conduct the general correspondence of the organization that is not the proper function of another office or committee;
- i. Prepare, prior to each meeting in consultation with the presiding officer an order of business, and
- j. In the absence of the president and vice-president, preside until the immediate election or appointment of a new presiding officer.
- k. Organize a sub-committee, which may include a Webmaster, Media Co-ordinator, Newsletter Editor and Special Events Co-ordinator. The Secretary may act in any or all of these capacities as required.

4. The Treasurer shall:

- a. Ensure that full and accurate records are kept of the accounts of the Club;
- b. Prepare and present the CUSC financial statements at the monthly executive meetings;
- c. Process payment of all Club expenses;
- d. Oversee and control CUSC banking accounts, including;
 - i. CUSC General chequing account
 - ii. CUSC General operating Money Market Fund
 - iii. CUSC Field Development Money Market Fund
- e. Have the CUSC books audited annually by a certified accountant;
- f. Present the Treasurer's Annual Report at the AGM;
- g. Recommend an Auditor for appointment by the membership at the AGM; and
- h. Prepare a balanced budget for the current fiscal year using;
 - i. Previous FYs actual expenses
 - ii. Forecasts of change in expenses
 - iii. Forecasts of additional expense items
 - iv. Proposing the registration fee structure for the upcoming season