



BOARD POSITION ASSIGNMENTS AND DESCRIPTIONS

President- Complete IYSA paperwork; Serve as IYSA contact (i.e. injury reporting); Serve as Limestone Grade School liaison (usage contract and custodian coordination); Handles communications with concessions and outside organizations; Oversees game day operations and equipment ordering and distribution; Provide information.

Administrative Vice-President- Assist with IYSA communications; design and order postcards; Plan and implement registration; Open and close registration; mass emails; preparation for coaches draw.

Vice-President- Assist in implementing registration; coordinate coaches (equipment distribution and training); Monitor and intervene in coaching disputes; Coordinate with the assistance of the board any parent complaints; Provide information.

Secretary- Record meeting minutes (monthly and other I needed); Write thank-you notes; provide other required written correspondence.

Sponsors - Secure sponsorships for all teams (compose and mail solicitation letters, collect paperwork and payments); Collect sponsor logos for uniforms; Provide sponsor list for team assignments.

Uniforms- Price uniforms; Obtain uniform samples and sizes and assist parents in choosing size at registration; Order, Pick-up and distribute uniforms (for both regular season and tournament uniforms).

Fields & Equipment Manager- Set up/ Tear down goals and nets. Stripe fields at season start and weekly thereafter; Coordinate port-a-potties. Coordinate equipment (balls, bags, cones, gloves, goalie shirts); Coordinate set-up/ put away of game day field supplies (flags, trashcans, signs).

Referee Coordinator- Recruit and train referees; secure all needed referee paperwork; Schedule referees; Submit information to treasurer for weekly referees paychecks; Provide referee uniforms.

Tournament Coordinator- Coordinate coaches; Distribute/collect/deliver paperwork and payments.

Special Events Coordinator- Plan and Implement picture day; Coordinate Herscher Labor Day Parade; Plan and implement trophy day; Plan and coordinate any other special events.

Social Media/ Spirit Wear Coordinator- Maintain and update social media sources notification for CWSA. This will include parent information, pictures, community events, etc. Other duties include organizing and maintaining spirit wear inventory.

