



## Paris Soccer Club Executive Member

### **Role**

The club's Executive members are involved in the coordination, business and direction of the Soccer Club.

### **Help the association to**

- Review policies, procedures and make the best decisions for the betterment of the club, players, referees and volunteers.

### **Time commitment**

- One to two year term
- On average, 2-6 hours per week

### **Responsibilities**

- Attend PSC executive meetings
- Review minutes of past meetings and complete tasks as assigned to you
- Sit in on focus groups or sub-committees to support the completion of PSC business
- Attend PSC events and help out when needed
- Assist with recruiting new volunteers for coaching and/or PSC executive
- Attend Twin Rivers meetings, as needed
- Be available to support other Executive Members, including being a member of a hearing
- Vote on decisions for the club
- Respond to inquiries

### **You are**

- *interested in the sport of community soccer*
- *willing to share your knowledge and experience with all PSC stakeholders*
- *committed to the confidentiality of all Paris Soccer Club records and business*
- *genuine interest in participating and supporting community volunteer events*
- *involved in the communities of Brant county*

### Requirements & qualifications

- Committee, board, focus group experience
- Administrative experience
- Leadership and team skills

### Benefits

- Gain valuable experience
- Support a volunteer led sports organization
- Meet new friends and increase your social circle
- Promote soccer throughout Brant County

### Key contacts

- Paris Soccer Club President
- Paris Soccer Club Executive members
- Paris Soccer Club Volunteer Coordinator

### Training / Orientation

- Paris Soccer Club Volunteer Handbook provided
- Paris Soccer Club Constitution
- Paris Soccer Club Policies/Procedures Manual
- PSC access to Executive members section of website

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### Agreement

"We have discussed this volunteer position description and I make a commitment to carrying out these responsibilities to the best of my ability for \_\_\_\_\_. (Length of time)

I am accountable to \_\_\_\_\_ for my work within this position.

\_\_\_\_\_  
Volunteer signature

\_\_\_\_\_  
Date

"In turn, the club commits to supporting

\_\_\_\_\_ in his/her volunteer work.

\_\_\_\_\_  
Coordinator of Volunteers

\_\_\_\_\_  
Date

### Intake checklist

- volunteer information form updated*
- position description reviewed and signed*
  - copy to file*
  - copy to volunteer*
- volunteer information added to Paris Soccer Club volunteer contact list*

### Follow-up

- at one year*  
Date: \_\_\_\_\_

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**To apply to any Paris Soccer Club volunteer position, please contact:**

Paris Soccer Club's –  
Volunteer Coordinator:

[admin@parissoccer.ca](mailto:admin@parissoccer.ca)

Visit us at:

[www.parissoccer.ca](http://www.parissoccer.ca)