



## Paris Soccer Club Past President

### **Role**

Assist the current President, with planning and running club's meetings and business.

### **Help the association to**

In the absence of the President, Chair Executive meetings, be involved in all high level decisions of the club, responsible for communicating with other soccer clubs within the Twin Rivers Soccer League.

### **Time commitment**

- One year term
- On average, 3-4 hours per week

### **Responsibilities**

- Support the incoming President with understanding his/her role, share contacts, documents and business procedures to do their role.
- Chair all general, annual and executive PSC meetings, in the absence of President.
- Review meeting agendas to recommend what topics to be addressed and what can be deferred to next meetings
- Be a reference to Executive to recall contacts, dates, decisions and other important past information and references.
- Ensure PSC stakeholders uphold policies, procedures, standards and guidelines set out in the constitution
- Attend any hearings to be a part of any disciplinary decisions for players
- Support the 1-5 year strategic plan to ensure the club attains desired goals and objectives
- Provide guidance in making decisions.

### **You are**

- *interested in the sport of community soccer*
- *willing to share your knowledge, experience and passion of soccer with your players and fellow coaching staff*
- *committed to the confidentiality of all Paris Soccer Club including player records*
- *genuine interest in participating and supporting community volunteer events*
- *interested in community development in Brant county*

**Requirements & qualifications**

- Strong written and oral skills
- Leadership and team abilities
- Business and accounting knowledge

**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 Vice-President
- Paris Soccer Club Executive members

**Training / Orientation**

- Paris Soccer Club Volunteer Handbook provided
- Paris Soccer Club Constitution
- Paris Soccer Club Policies/Procedures Manual
- Paris Soccer Club – coaches handbook
- PSC access to coaches section of website

**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: \_\_\_\_\_*

**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)