



Paris Soccer Club President

Role

Support Paris Soccer Club Executive with planning and running club's meetings and business.

Help the association to

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 to two year term
- On average, 12-15 hours per month

Responsibilities

- Chair all general, annual and executive PSC meetings
- Review meeting agendas to recommend what topics to be addressed and what can be deferred to next meetings
- Ensure PSC stakeholders uphold policies, procedures, standards and guidelines set out in the constitution
- Write up President messages through the year to soccer players and families
- Attend any hearings to be a part of any disciplinary decisions for players
- Create a 1-5 year strategic plan to ensure the club attains desired goals and objectives
- Meet with Board Executive members and volunteer coordinator to discuss their projects and to offer guidance and decisions to support their efforts.

You are

- *interested in the sport of community soccer*
- *willing to share your knowledge and experience with president and new executive members*
- *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

- Computer skills
- Management experience
- Board of Directors or Executive experience

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 Past President
- Paris Soccer Club Vice 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

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

Visit us at:

www.parissoccer.ca