



## Paris Soccer Club Vice-President

### Role

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

### Help the association to

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

### Responsibilities

- Attend general, annual and executive PSC meetings, chair meetings in Presidents absence
- Suggest topics for meeting agendas
- Ensure PSC stakeholders uphold policies, procedures, standards and guidelines set out in the constitution
- Support the work of the President and learn from his/her direction to be his/her successor
- Attend any hearings to be a part of any disciplinary decisions for players
- Support the Presidents 1-5 year strategic plan to ensure the club attains desired goals and objectives
- Work with Board Executive members and volunteer coordinator to discuss club projects and offer support with obtaining project goals.

### 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

- Soccer knowledge and interest in the game
- 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 President
- Paris Soccer Club Past President
- Paris Soccer Club Secretary & 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.

\_\_\_\_\_ Date \_\_\_\_\_

“In turn, the club commits to supporting

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

\_\_\_\_\_ Date \_\_\_\_\_

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)