



SWOT Ladies Soccer Board Roles and Responsibilities/Portfolio – Detailed

General Board member responsibilities include:

- Propose, review and approve recommendations on the direction of the league,
- approve budgets,
- attend Board meetings and AGM,
- review disciplinary actions as required,
- special projects and assisting with fundraising activities
- Supporting all other Board members as needed

Specific responsibilities:

<p><u>Chair</u> Shannon McCoy</p> <ul style="list-style-type: none">• Overall Direction and execution• Board Meetings<ul style="list-style-type: none">◦ Preparation, Agenda◦ Follow-up• Governance<ul style="list-style-type: none">◦ Constitution◦ Policies and Procedures◦ Communication◦ D&O insurance• Annual Report to DRSA• AGM• Lead Discipline Committee• Support all as required	<p><u>Treasurer</u> Jennifer Antrobus</p> <ul style="list-style-type: none">• Bookkeeping• Audit Preparation• Banking• Budgets• Financial Reports• Signing Authority• Payables• Collections• Ministry of Ontario annual filings and director updates• HST reconciliation, filing and payment• CRA my business account updates• Website domain and hosting renewals• Website support• Communication as required
<p><u>Registrar</u> Melanie Aasen</p> <ul style="list-style-type: none">• Registration Forms (online via SportsEngine)<ul style="list-style-type: none">◦ Communication◦ Welcome Info◦ Reminders◦ Follow-up/Troubleshooting◦ Registration Inquiries• Game Sheets including updates after balancing/player changes• Monitoring Wait list and registration lists for team building/balancing and Call-up program• Entry of Players into DRSA database for insurance• Data Reports	<p><u>Teams</u> Vacant</p> <ul style="list-style-type: none">• Lead Team formation<ul style="list-style-type: none">◦ Indoor/Outdoor◦ Tournaments◦ Draft set up• Team lists and communications• Ratings• Lead Mid-Season Balancing• Communication<ul style="list-style-type: none">◦ Team Welcome◦ Mid-Season Changes• Team Pictures• Recruitment of coaches• Tracking of player/team changes



<p><u>Facilities and Discipline</u> Nicole Kirby</p> <ul style="list-style-type: none">• Facilities/Fields<ul style="list-style-type: none">○ Indoor/Outdoor○ Lining of outdoor fields○ Tournaments○ Field Insurance○ Permits• Season Schedules• Referee Engagement<ul style="list-style-type: none">○ Indoor/Outdoor○ Tournaments○ Scheduling○ Invoice Reconciliation○ No-Show Replacement○ Complaints• Rules• Discipline Committee• Communications as required• Support other committee members as needed	<p><u>Secretary</u> Amanda Firth</p> <ul style="list-style-type: none">• Minutes• Act as a liaison with (With Chair and Treasurer) between SWOT and DRSA/ONCA• Act as a liaison with (With Chair and Treasurer) between SWOT and DRSA/ONCA• SportsEngine set up/updates (team management)• Website development and management• Social Media management (Facebook, etc)• League communications (via distribution list) as required• Surveys and Polls• Statistics<ul style="list-style-type: none">○ Collect Game Sheets○ Game Schedule Entry○ Follow-ups○ Attendance○ Most Goals Scored• Award Certificates• Support Call-up Program
<p><u>Events</u></p> <ul style="list-style-type: none">• End of Season Banquets:<ul style="list-style-type: none">○ MC, Food/Bartenders, Venue, DJ○ September (outdoors) and April (indoors)• Cup days Tournaments (Sub Committee Support)<ul style="list-style-type: none">○ Indoor Cup day○ May: Outdoor cup day○ Other tournaments as decided by committee• Communications as required• Awards• Apparel	<p><u>Public Relations</u></p> <ul style="list-style-type: none">• Sponsorship<ul style="list-style-type: none">○ Solicitation (Indoor and Outdoor sponsors, tournament sponsorship)○ Follow-up○ Thank you letters• Team pictures for Sponsor Recognition• Communications as required



LADIES SOCCER CLUB

<p><u>Equipment and Uniforms</u></p> <ul style="list-style-type: none">• Jerseys• Indoor/Outdoor Equipment Management<ul style="list-style-type: none">◦ Inventory and replace equipment each season (indoor and outdoor) including goalie equipment◦ Inventory and replace first aid gear◦ Issue equipment at the beginning of each season◦ Collect and store all equipment between seasons	<p><u>Sub Committees</u></p> <p>Tournaments</p> <p>Other Events (Golf tournament, etc.)</p> <p>Teams</p> <p>Treasury Support</p> <p>Teams Coordinator</p>
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