

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



LADIES SOCCER CLUB

Facilities and Discipline Nicole Kirby

- Facilities/Fields
 - Indoor/Outdoor
 - Lining of outdoor fields
 - Tournaments
 - Field Insurance
 - Permits
- Season Schedules
- Referee Engagement
 - Indoor/Outdoor
 - Tournaments
 - Scheduling
 - Invoice Reconciliation
 - No-Show Replacement
 - Complaints
- Rules
- Discipline Committee
- Communications as required
- Support other committee members as needed

Secretary Amanda Firth

- 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
 - Collect Game Sheets
 - Game Schedule Entry
 - Follow-ups
 - Attendance
 - Most Goals Scored
- Award Certificates
- Support Call-up Program

Events

- End of Season Banquets:
 - MC, Food/Bartenders, Venue, DJ
 - September (outdoors) and April (indoors)
- Cup days Tournaments (Sub Committee Support)
 - Indoor Cup day
 - May: Outdoor cup day
 - Other tournaments as decided by committee
- Communications as required
- Awards
- Apparel

Public Relations

- Sponsorship
 - Solicitation (Indoor and Outdoor sponsors, tournament sponsorship)
 - Follow-up
 - Thank you letters
- Team pictures for Sponsor Recognition
- Communications as required



LADIES SOCCER CLUB

Equipment and Uniforms

- Jerseys
- Indoor/Outdoor Equipment Management
 - 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

Sub Committees

Tournaments

Other Events (Golf tournament, etc.)

Teams

Treasury Support

Teams Coordinator