

# CAMPBELL RIVER YOUTH SOCCER ASSOCIATION ROLES AND RESPONSIBILITIES



## **Position: President**

**Purpose:** The President is the senior executive officer of the Society and provides leadership to the Executive, Board of Directors, Administrator and the Technical Director in the execution of their duties. Subject to direction from the Board Of Directors (BOD), the President shall have general responsibility and control of CRYSA's business.

## **Duties and Responsibilities**

- Ensure that CRYSA is managed in accordance with its bylaws, policies, mission statement and guiding principles.
- The President shall be an ex-officio member of each committee.
- Ensure that all decisions and/or directives of the BOD are implemented in a timely manner.
- Ensure that CRYSA operations are managed in a timely and efficient manner.
- Ensure that all positions to run CRYSA are filled.
- Appoint committees as required to carry out CRYSA business.
- Preside at all official CRYSA meetings, and, establish the agenda for all Board meetings, annual and special meetings.
- Present an annual report at the Annual General Meeting.
- Act as principal representative / spokesperson of CRYSA.
- Ensure Directors are able, capable, and following/completing their individual Roles and Responsibilities.
- Evaluate CRYSA's business model and procedures, looking for ways to improve.
- Have shared signing authority for club expenditures.
- If there is a conflict involving the President, the problem will be referred to the remaining Executive. The President will abide by their decision.

## **Knowledge and Skills**

- Have a basic understanding of CRYSA's constitution and operations.
- Have a complete understanding of the Roles and Responsibilities of all Directors, Administrator, and Technical Director.
- Ability to take directions, provide direction to others, and ability to delegate.
- Ability to mediate.
- Ability to establish and manage execution of plans.
- Ability to use sound judgment.
- Experience and ability to manage and lead meetings.

## **Commitment**

Commitment 4-8 hours per week.

The Campbell River Youth Soccer Association is a non-profit, community-based organization run by volunteers, whose mission is to make soccer accessible, affordable, and fun to children of all age and competition levels.

June 15, 2020