

# MISSION SOCCER CLUB

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## President

### Job Description and Expectations

**Purpose:** To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of MSC so as to support the organization's mission and needs.

**Major responsibilities:**

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Liaises with Treasurer regarding finances, including adoption of the annual budget
- Oversees program planning and evaluation
- Reviews organizational and program reports
- Promotion of the organization
- Liaises with the Technical Director regarding the delivery of the technical program
- Liaise with District of Mission, Mission Parks and Recreation and Mission School District # 75 as necessary to meet contractual, policy and Club objectives.

**Length of term:** Two years

**Meetings and time commitment:**

- The board of directors meets monthly except December on fourth Monday of the month, 7:00 p.m. Meetings typically last 90-120 minutes.
- Technical Committee meets an average of four times per year, pending their respective work agenda.
- Will attend District President's meetings or other meetings as invited or required.

**Expectations:**

- Chair meetings on a regular basis, and special events as able.
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by MSC mission, objectives, and programs.
- Help communicate and positively promote the MSC mission statement, objectives and programs to the community.
- Become familiar with MSC finances, budget, and financial/resource needs.
- Develops a working understanding of the policies and procedures of MSC