

The following is the list of SWM Kickers Board of Directors positions that need to be filled at our annual meeting. The following pages outline the responsibilities of each position and where appropriate, an approximate commitment level in hours per month is provided. Monthly time commitments vary by month and reflect an average month. Busy times for many positions occur around tryouts as well as the months for player and team registrations, ordering of uniforms, scheduling of practices and games, etc.

For those seeking more information or are willing to volunteer, the name of the person currently holding that position is listed. (Their contact email is on www.swmkickers.org) Those in current positions are willing to assist in any needed transition. Where applicable, individuals that have agreed to be nominated for open positions are also listed.

The SWM Kickers Club operates almost exclusively on volunteers and with nearly 400 youth soccer players relying on the Board and our coaches, much help is needed. The future of the club and of youth soccer needs your commitment and participation. Please contact Paul Carteaux with any questions and/or willingness to volunteer. Coachpaul79@comcast.net

2017 SWM Kickers Board Positions open for election (Odd Year SWM Board Elections)

<u>POSITION</u>	<u>CURRENT</u>	<u>NOMINEE</u>
• President (2 Year Term)	Paul Carteaux	Paul Carteaux
• Registrar (2 Year Term)	Pattie Warren	Pattie Warren
• Secretary (2 Year Term)	Doug Bornas	Mark Pallo
• Fundraising Coordinator (2 Year Term)	Kim Fordham	
• Director of Coaching (U-13 & Older) (2 Year Term)	Brian Samuel	Scott Ceru
• Uniform Coordinator(1 Year Term)	Julie Samuel	Julie Samuel
• Treasurer (Off-Year Election due to resignation) (2 Year Term)	Wendy Mitchell	
• Facility and Field Coordinator	Tom Isbrecht	Gil Urban
• At-Large Director (1 Year Term)	Shawn DeLaforet	Tim Monahan
• At-Large Director (1 Year Term)	Scott Ceru	
• Parent Representative (1 Year Term)	Jeff Baldwin	

SWM Kickers Board Position Descriptions (excerpted from By-Laws w/added information)

ALL POSITIONS:

1. Participate in the once per month SWM Kickers Board Meetings (1-2 hours per month)
2. Actively promote SWM Kickers in our communities
3. Set a positive example for players, parents and coaches
4. Reinforce SWM Kickers Vision, Mission and Values
5. Assist in coordinating and executing player tryouts.
6. Participate in sub-committees as needed

3.2.1 President (2 year term): (approximately 20-30 hours per month)

The President shall:

- Be the Chief Executive Officer of SWM.
- Be signatory for official SWM Kickers documents and checks
- Provide leadership and guidance to the Directors in accordance with the purpose of SWM and consistent with rules and regulations of the West Michigan Youth Soccer Association.
- Represent SWM in all West Michigan Youth Soccer Association and Michigan State Youth Soccer Association activities.
- Preside over all SWM meetings.
- Act as an ex-officio member of any/all SWM committees.
- Act as the official designee to the St. Joe Kickers/SWM joint advisory committee.
- Review Parent/Coach issues
- Communicate with Parents and coaches via periodic SWM Kickers Newsletters
- Attend matches and practices in conjunction with director of coaching to monitor club member behavior

3.2.3 Director of Coaching (2 year term):

The Director of Coaching shall:

- With Director support, create and oversee a formal process for selecting coaches for SWM teams.
- With Director support, develop and implement a formal approach to evaluate coaches and coaching performance.
- Support coaches with appropriate training opportunities and ensure that all coaches have the appropriate coaching license according to WMYSA.
- Further develop and implement a comprehensive player and coach development program for our premier, elite, and select programs.
- Retain, recruit and lead top-level coaches.
- Lead coaching educational training sessions for coaches.
- Work with the Board of Directors to formulate and implement a strategic plan for SWM.
- Attend practices and games for each team to provide assistance, feedback and advice.
- Coordinate and run skills clinics for the development of players.
- Represent SWM to the soccer community to advance SWM's reputation and standing.
- Attend monthly Board Meetings, communicate with Board Members and advise on all soccer issues.
- Set up and mediate tryouts to maximize number of players within SWM

3.2.5 Treasurer (2 year term):

The Treasurer of SWM shall:

- Have custody of all funds, securities, evidence of indebtedness and other valuable documents.
- Shall deposit funds in the name and to the credit of SWM in a bank or depository.
- Establish and maintain accurate, up-to-date accounting records of SWM business transactions including income, expenditures and asset values.
- In April of each year, create a projected annual budget for the coming fiscal year for Director approval.
- Be responsible for the preparation of forms relative to SWM non-profit status and all federal and state tax returns.

3.2.6 Registrar (2 year term):

The Registrar shall:

- Verify ages of all SWM players in accordance with WMYSA rules and regulations.
- Submit all necessary registration documents for coaches, players and managers to WMYSA or MSYSA on behalf of the SWM.
- Assist with SWM Kickers tryouts, including registration of potential players.
- Provide registration links to all players selected by SWM Kickers.
- Provide Registration links to specific training sessions and other club related activities that require player registration

3.2.7 Secretary (2 year term):

The Secretary of SWM is vital in maintaining the history of the Corporation. The Secretary of SWM shall:

- Be the officer of record on all resolutions of the Directors.
- Issue a written summary (minutes) of the proceedings of every meeting of Directors.
- Plan and coordinate the Corporation's annual meeting, including notification of all Class A, B and C members of the meeting.
- Present policy amendments to the Directors as required.
- Maintain all current policies and procedures of SWM for historical record.

3.2.9 Fundraising Coordinator (2 year term):

The Director of Fundraising shall

- Create and implement an annual fundraising plan for the organization, including securing sponsorships for future capital projects, special projects as well as operational needs.
- Ensure that donors' wishes are honored and used for the purpose intended in all gifts to SWM.
- Provide appropriate recognition for all gifts.

3.2.10 - Uniform Coordinator (1 year term):

The Uniform Coordinator shall:

- *Oversee the purchase, design, and delivery of uniforms for all players.*
- *With Director support, review vendors a minimum of every three years to ensure that SWM and its players are receiving competitively priced soccer wear.*
- *Order SWM Academy jerseys (home & away)*

3.2.11 Facility and Field Coordinator (1 year term):

The Field and Facility Coordinator shall:

- *Be responsible for scheduling of practice fields at SJK's outdoor and Indoor facilities, Rocky Weed and other identified venues. ensuring that SWM players have the necessary field space to practice and play games.*
- Recruit and coordinate volunteers for field maintenance.
- Track and coordinate facility usage for St. Joe Kickers in accordance with the annual joint agreement.
- Develop match schedules with Premier and Elite team coaches and coordinate with the SJK point of contact for all SWM Kickers home games.

3.2.12 - Parent Representative (1 year term):

The Parent Representative shall act as the official representative for all players and parents in all Board matters.

The Parent Representative shall:

- Maintain anonymity of all parent feedback, to ensure consistent communication between parents and Board.
- In coordination with the Director of Coaching, implement parent surveys to provide feedback to Board and Coaches.
- Direct parent concerns to the coach first. IF not resolved, engage the DOC for the appropriate age group. Escalate to the Board President as needed.

3.2.13 At-Large Officers (1 year term):

At-Large Officers will have responsibilities as determined by the Directors. At-Large Officers serve on the Board in order to better understand the Board and Board functions to be able to potentially assume future Director position.

