

ATTENTION!



WE NEED YOU

BOARD OF DIRECTORS ELECTION

PYSL need your help in supporting this wonderful soccer organization.

Open Board Positions:

- PYSL President
- PYSL Secretary
- PYSL Treasurer
- Director of Recreation
- PVSC Administrator

Nomination/Application
Due Online by **11/10/2019**
<https://forms.gle/NYSwMtc7jUvnUyrj7>

Vote for all PYSL position on 11/13/2019

Location: Poway Fire Department Station 1
13050 Community Rd, Poway, CA 92064
Time: 7:30pm -8:30pm

Voting Positions

PYSL President

- Have responsibility for the overall operation of the League subject to the authority of the Board of Directors
- Preside at all meetings
- Delegate authority, assign specific functions, and recommend the creation of special committees
- Make appointments to committees with the approval of the Board of Directors Represent the League in matters involving affiliated organizations and other social, recreational, and sports organizations
- Represent the League to the Poway City Council, Poway Unified School District, and other governmental and professional agencies as necessary in support of the City/Parks/Schools Liaison
- Authorize expenditures not in excess of five hundred dollars (\$500.00) without action by the Board of Directors
- Prepare an Annual Report for and preside at the Annual General Meeting
- Serve as an ex officio member of all committees, excepting the Nominating Committee
- Perform such other duties as may be delegated by the Board of Directors

PYSL Secretary

- Maintain accurate and detailed minutes of League meetings
- Maintain the corporate records including minutes, bylaws, and articles
- Handle all PYSL correspondence and give notice of all meetings
- Maintain files of all Club correspondence and records
- Distribute meeting minutes from previous months' board meeting once approved
- Maintain accurate and up- to-date listing of all League members
- Perform other duties as may be necessary

PYSL Treasurer

- Have the care and custody of all funds belonging to the Club
- Disperse the Club's funds as the Board may direct
- Keep and maintain adequate and correct books and accounts of the corporation's properties and transactions
- Send or cause to be given to the members and directors such financial statements and reports as are required to be given by law
- Render a written account of the finances of the League at all regular and general meetings
- Be bonded in favor of the PYSL at the League's expense
- Perform other duties as may be necessary

Director of Recreation

- Develop, organize, administer, and manage all recreational programs run by the Club
- Develop and organize the outbound efforts to grow player registration numbers (may include print or electronic media in the community or schools or other means as appropriate)
- Locate and assign coaches for all recreational teams at all levels
- Coordinate scheduling of all recreational regular season and tournament games
- Facilitate ordering of recreational team uniforms and equipment
- Coordinate with local leagues to facilitate interleague play at older player levels
- Work with Executive Director of Competitive to schedule all practice fields for all club teams
- Manage formation of, assigning of coaches and player and tournament registration for year-end All-Star tournament play
- Organize and administer coaches' meetings for the recreational programs.
- Perform other duties as may be necessary
- Act as President of the League in the absence of the President
- With Executive Director of Competitive, serve as co-directors of Purchasing

PVSC Administrator

- Work under the direction of the Executive Director of Competitive to assist with the facilitation of competitive programs run by the club
- Organize and administer team manager meetings for the competitive programs
- Act as communication conduit between Executive Director of Competitive and team managers as necessary
- Handle all PYSL correspondence and give notice of all meetings
- Maintain files of all Club correspondence and records
- Document and distribute meeting minutes from coaches' and team manager meetings to the board
- Support other competitive activities (i.e. practice gear and uniforms) as needed and directed by the Executive Director of Competitive
- Perform other duties as may be necessary

Assigned Positions

Registrar

- Register members and teams with the League and with affiliated organizations
- Produce identification cards for all Playing Members
- Maintain all field scheduling with the Director of Coaching
- Work with Executive Director of Coaching on tryout schedules and execution
- Develop, organize, administer, and manage the day-to-day activities of the Club
- Represent the interests of the Club members involved in the club's programs to the Board of Directors
- Perform other duties as may be necessary
- Represent the League on the Poway Youth Sports Association

City/Parks/Schools Liaisons

- Procure all field permits as deemed necessary by the Executive Director of Competitive and Director of Recreation
- Manage field lighting schedule as necessary
- Communicate with City/Parks/Schools any and all field issues that may arise and need their attention
- Represent the League on the Poway Youth Sports Association
- Perform other duties as may be necessary

Field/ Equipment Manager

- Be responsible for playing area and playing area equipment management, maintenance, and repair
- Work with outside resources to ensure proper lining of all fields as necessary
- Ensure all fields have all necessary equipment (i.e. goal posts, flags, etc) and are ready and safe for use at all times
- Perform other duties as may be necessary

Referee Coordinator

- Working with Executive Director of Competitive and Director of Recreation ensure that all games have referees
- Communicate with referee services and schedulers any and all issues that may arise during games
- Perform other duties as may be necessary

Director of Fundraising / Sponsorship

- Develop, organize and administer the League's fundraising programs
- Perform other duties as may be necessary

Director of Social Media

- Maintain and keep relevant content on the club's social media platforms
- Work with Executive Director of Competitive and Director of Recreation to ensure relevant and adequate information needed by members is kept current on league social media
- Perform other duties as may be necessary

Safety Officer

- Administer club safety program
- Work with Directors and team managers to report and address any and all safety issues or injuries that may arise
- Perform such other duties as may be assigned

Webmaster

- Maintain and keep relevant content on the club's website
- Work with Executive Director of Competitive and Director of Recreation to ensure relevant and adequate information needed by members is kept current on league website
- Perform such other duties as may be assigned