

## **Registrar – offers full club discount**

-has the overall responsibility for AC Marin player's registration and affiliation with US Club and Cal North.

### Duties & Responsibilities

- Maintain a database of all currently registered players within US Club and Cal North Registration systems. (training provided)
- Work with GotSoccer and carding system on any technical issues.
- Work with board/volunteers on player registration issues.
- Ensure all travel players and coaches get cards and rosters when needed.
- Represent AC Marin at Board meetings
- Must have access to computer, printer, email, internet.

## **Secretary – offers 50% club discount**

- Assist the President and Board, as needed
- Reserve suitable meeting locations for meetings.
- Maintain notes of Board and Membership meetings.
- Distribute agenda for each meeting for review by attendees
- Distribute all special notices and the newsletter for the club.
- Maintain a current copy of the Club's By Laws
- Represent AC Marin at Board meetings
- Must have access to computer, printer, email and internet.

## **Referee Coordinator Admin – mainly a data entry job. Offers 50% club discount.**

- Post all games on game official. (*game official training is provided*)
- Ensure all games get assigned and referees are confirmed.
- Be willing to take referee course and ref assignor course (reimbursable)  
(not required to actually ref any games!)

## **Website Admin – Offers full club discount.**

- Help prepare/post content to [www.northbayysl.com](http://www.northbayysl.com)
- Keep website up to date
- Ensure a consistent look and feel throughout site
- Manage and maintain user access
- Must have knowledge of websites, wordpress, IT experience and access to computer and internet
- Help with newsletters

## **Director of Fundraising, Sponsorships and Grants – offers full club discount**

- Coordinate fundraising activities
- Serve as liaison between AC Marin and fundraising consultants
- Coordinate activities of fundraising volunteers
- Issue periodic fundraising reports to the Board
- Serve as liaison between AC Marin and all sponsors
- Identify potential sponsors and establish contact
- Prepare and distribute letters seeking financial support for AC Marin
- Help develop and implement a sponsorship program
- Assist in researching grants and applying for grants.

## **Social Media**

- Maintain and post on all club social media sites. Instagram, FB, help prepare monthly newsletters, etc.
- Must have access to computer and internet.

## **Field Lining and Field Prep – 50% club discount**

measure and place the corners and mark out the lines on the field, and paint the first set of lines.

The **Field Painters** refresh the paint lines as needed. They use the walking paint machine and walk the lines of the field that are already marked. Field painting requires each volunteer to spend 1 hour each week.

### **Treasurer—Full Club Discount**

subject to the direction of the board, has general charge for the financial affairs of NBYSL

#### Duties & Responsibilities

- Implement and/or maintain the bookkeeping system and accounting processes required to provide a detailed set of records on income and expenditure of the NBYSL
  - Be responsible for all day-to-day bookkeeping and handling of accounts payable and account receivable issues
  - Have custody of all funds, securities, financial records and tax documents of NBYSL
  - Establish an annual operating budget to present to the board for approval
  - Publish a monthly and year-end financial statement
  - Submit an annual report of finances to the Board
  - File all reports to the appropriate government agency in a timely manner, including, but not limited to yearly income tax returns
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- Ensure the NBYSL maintains a non-profit tax status
  - Pay bills that are within the approved limits of the NBYSL annual operating budget
  - Maintain a bank account in the NBYSL name

**Tournament Director- full club discount.**

has overall responsibility for planning and operating tournament

### Duties & Responsibilities

Establish subcommittees for publicity, sponsors, volunteers, awards, refereed, program, etc.

- Recruit subcommittee heads and holds periodic meetings with them all
- Ensure all permits are obtained and paid for
- Ensure all requirements for the USYSA sanctions are followed
- Coordinate update and publication of tournament flier
- Maintain all paperwork-flier, permits, news articles, sponsor solicitation letters, rules, roster forms, medical release forms, etc
- Oversee all tournament finances- passes bills to the treasurer, collects all registration fees, deposits all proceeds, and tracks all expenses and receipts
- Ensure that expenses do not exceed receipts
- Present financial report at the first club meeting after the tournament is held