



Hollandia Soccer Club
PO Box 25103
Saskatoon, SK, S7K 8B7
info@hollandiasoccer.com

Hollandia Soccer Club – Vacant Board Positions

The following positions on the Hollandia Board are currently vacant, or the incumbent has given the board notice that they will be stepping down in the next year. The job duties for each position follow are included below. We welcome a diverse group of individuals to the board table. Please let us know if you are interested in filling one of these positions:

- Volunteer Coordinator
- Social Media and Marketing Coordinator
- Facilities Manager
- Treasurer
- Tournament Registrar
- Tournament Sponsorship Coordinator

1. Volunteer Coordinator

The Volunteer Coordinator will facilitate access to the Club membership to recruit volunteers in conjunction with the Board of Directors. Specific duties are:

- Working with Board of Directors to identify volunteer requirements for specific activities, and creating volunteer schedules;
- Identifying volunteers for the Board of Directors and various working committees;
- Collecting volunteer deposits, tracking volunteer hours, and cashing/destroying volunteer deposits as appropriate at the end of the season;
- Ensuring current volunteers obtain the required certifications including CPICs, RIS, or others;
- Providing letters for volunteers to obtain criminal record checks, and collecting and tracking criminal record checks.



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2. Social Media & Marketing Coordinator

Note – this position requires a large, ongoing and consistent time commitment, and the person must have above average ability in Adobe products. There are other members of the board that can share in the duties, but this position holds primary responsibility.

The Social Media & Marketing Coordinator will facilitate communications within and between the Board of Directors, teams, coaches, sponsors, and other stakeholders. Specific duties include:

- Establishing and undertaking effective external communication protocols and channels;
- Working with the marketing and public relations committee to define Club Brand and culture;
- Ensuring internal and external communications promote the Club brand and culture, and maintain high standards;
- Creating and maintaining platforms and products to maintain communications products in an accessible way, including visuals, newsletters, social media, email and others as required;
- Engaging with the membership to build support for the club and increase Club culture;
- Contributing to the well-being of the Club by coordinating sponsorships; and
- Acting as website manager on behalf of the Board of Directors

3. Facilities Manager

Note – The current Facilities Manager is willing to stay until a new board member is recruited and fully trained.

The Facilities Manager is responsible for:

- Booking suitable facilities for Club functions (including tournaments and practices) from the City, the Saskatoon Soccer Centre, and other sources;
- Allocating facility times in an equitable manner to accommodate the needs of all Club teams for both the indoor and outdoor seasons; and
- Receiving invoices from the City, Saskatoon Soccer Centre and other sources, recording such invoices, and directing the Treasurer to make payments.



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4. *Treasurer*

Note – This position should have professional accounting or bookkeeping experience, or at a minimum have undertaken the duties of a treasurer at another large organization. The current Treasurer is willing to stay in the position until the completion of the current year finances.

The Treasurer is responsible for administering the financial affairs of the Club. Specific duties include:

- Attending to the banking affairs of the Club;
- Preparing monthly or quarterly up to date financial statements for on-going review by the Board.
- Preparing financial statements for presentation and distribution at all general meetings and Board of Directors meetings as requested;
- Arranging for payments of invoices and other moneys owing due to the operation of the Club;
- Coordinating the preparation of an annual budget for the Club based on input from the other members of the Board of Directors and from any committees of the Club. A current budget review will be incorporated in any financial statements presented to the Club;
- Arranging for an annual audit and/or inspection of the financial records as provided for in the Bylaws; and
- Being a signing officer of the Club.

Vacant Committee Positions

5. *Tournament Registrar*

- Prepare the registration site
- Assist teams with registration issues and concerns
- Work with registration software provider in conjunction with the Tournament Director to ensure adequate service and issue resolution
- Ensure all registered Team Personnel are properly certified
- Ensure all registered players are registered in the correct age category
- Member of the Tournament Discipline Committee
- Fields questions and concerns from participating teams prior to and during the tournament in the absence of the Tournament Director



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6. *Tournament Sponsorship Coordinator*

- Draft & maintain the sponsorship letter and opportunities document for distribution to potential sponsors
- Head a Sponsorships sub-committee (if desired) that is responsible for gaining sponsors
- Oversee the raffle and 50/50 events (if applicable)
- Collect and store raffle prizes from donors prior to the Off the Wall tournament
- Ensure that proper licenses are acquired for any raffle or 50/50 events
- Ensure all sponsors are getting proper publicity per the Sponsorship Opportunities document
- Keep track of new sponsors and the amount obtained on the Master Sponsorship Spreadsheet in a timely manner
- Submit cheques to the Club Registrar in a timely manner for deposit