

Election of Officers/Directors

President

The President is responsible to oversee the general operations of the Club and ensure that such operation conforms to the Bylaws and guidelines set out by governance organizations. In addition, the President shall lead the Board of Directors and the Club toward the fulfillment of the stated objectives of the Club. The President is also responsible for:

- Ensuring that the administrative affairs of the Club are carried out effectively;
- Presiding at all general and Board of Director's meetings;
- Calling meetings as required to ensure successful operation of the Club, or in response to special requests as provided for in the Bylaws;
- Sitting on all Hollandia committees in an ex-officio capacity;
- Representing the Club on any SYS or SSA committee as required;
- Acting as Club liaison and spokesperson with SYS, SSA and other groups as required; and
- Being a signing officer of the Club

Vice-President

The Vice-President will perform the duties of the President in their absence, resignation, or inability to perform such duties until the President is able to resume normal duties or a new President is appointed, or elected. The Vice-President may also be requested to assist the President in carrying out the administrative affairs of the Club, and representing the Club on various boards and committees.

Secretary

The Secretary of the Club will prepare, keep, and manage the written records of the Club. The Secretary is responsible for:

- Keeping minutes, correspondence, and records of the Club and all committees and making these available to the Board of Directors or members as applicable;
- Maintaining databases and mailing lists of members, players, stakeholders, etc;
- Assisting the President as requested in conducting the administrative affairs of the Club pertaining to meetings and records;
- Making records available to Club Members for inspection upon request as provided for in the Bylaws.

Equipment Manager

The Equipment Manager is responsible for the control and management of all Club owned equipment. Specific duties include: • Maintaining a current inventory of all Club owned equipment;

- Recommending and arranging for the purchase of the necessary equipment for the operation of Club teams;
- Preparing guidelines to assist with the effective planning and budgeting for Club equipment;
- Coordinating equipment distribution at the beginning of each season, and collection at the end of each season; and
- Acting as liaison for purchase of team clothing

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.

Marketing & Social Media Director

Social Media & Marketing Coordinator 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

Mini-soccer & Community Relations Coordinator

The Mini Coordinator is responsible to develop and maintain effective communication between the Board of Directors and the various mini Club teams for the purpose of day-to-day operations of the teams. In addition, the mini coordinator is responsible for building and creating relationships with the Community Association Soccer Coordinators whose players become part of the Club, and other organizations providing soccer within the city. Specific duties include:

- Serving as the primary point of contact with the Club for community stakeholders;
- Communicating information from the Club with coaches, team managers or other community stakeholders in a timely fashion;
- Creating positive working relationships with Community Associations to develop and grow initiatives for player development at the community level;
- Providing in-depth support or arranging for support from within the Club for those communities that require this assistance, and
- Supporting technical development at the community level.

Facilities

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 a fair 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.