



Board Member Position: *Fall Small Sided Game Commissioner*

Board Member Responsibilities

- Attend all board meetings (once a month) and functions, such as special events.
- Be informed about the organization's mission, services, policies, and programs.
- Review agenda and supporting materials prior to board meetings.
- Take on special assignment.
- Inform others about the organization.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
- Keep up-to-date on developments in the organization's field.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.

Fall Small Sided Game Commissioner Responsibilities

- Provide cost analysis spreadsheet to Board regarding recommended Cost of Program Registration Fees
- Advertise for upcoming Fall League to All League Members (Players, Coaches, Board)
- Notify Town of Fall League Dates
- Create Registration Flyer
- Request Data for Registration to Open and Close
- Monitor Registration activity
- Recruit Coaches
- Assign Players to Teams
- Order T-Shirts
- Create Game Schedules
- Notify Referee Assigner of Game Schedule
- Notify Town of # of Fields Required
- Notify Equipment Director on what Equipment will be required
- Attend First Full Day of Games
- Decide when Games are Cancelled due to Weather

Personal Characteristics to Consider

- Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group.
- Willing to: prepare for and attend board meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal and financial resources in a generous way according to circumstances, open doors in the community, evaluate oneself.
- Develop certain skills if you do not already possess them, such as to: cultivate and recruit board members and other volunteers, read and understand financial statements, learn more about the substantive program area of the organization.
- Possess: honesty, organized, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values