



Board Member Position: *Travel Director*

Board Member Responsibilities

- Attend all board meetings (once a month) and functions, such as special events.
- Be a member of the Executive Committee and attend meetings of the same.
- 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.

The Travel Director shall be responsible for the operation of the Travel Program. Responsibilities include but are not limited to:

- Appoint assistants and notifies the Board of their assignments
- Recruit and Select coaches for Travel teams, subject to Board approval
- Act as CSA representative at meetings of all affiliated leagues
- Actively works with and meets with travel coaches at all CSA levels to ensure age appropriate player development
- Coordinates requests for proper league/division placement with each Travel coach
- Attend games and practices periodically to ensure coaches are in alignment with CSA Mission and Standards
- Coordinate with Director of Coaching and Development to ensure ongoing coaching education in alignment with US Soccer
- Work with Fields Director to ensure all teams have adequate practice times
- Work with Treasurer to recommend Travel program pricing annually
- Works with Registrar to ensure registration is complete, risk management passes are up to date and players passes are in place in a timely manner
- Work with Equipment Director to ensure needed equipment is ordered

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