

Each officer shall accomplish the tasks described in the following Sections. No officer should make any decisions on his own as to dissolve, sale or remove any part of an age group, equipment, or property of QCFC. All officers shall be active in QCFC programs, be available to members, actively check their QCFC email account and reply to inquiries in a timely manner, attend board meetings regularly, complete tasks as assigned by the board or president, and positively represent QCFC.

The President shall: (even years)

- A. Attend and preside over the monthly board meetings and be a member ex-officio of all committees.
- B. Preside over Annual General Meeting (AGM)
- C. Be the representative for QCFC to state meetings
- D. Present a report of the condition of QCFC at the Annual General Membership.
- E. Conduct the affairs of QCFC and execute the policies established by the Board of Directors.
- F. Appoint, designate, or hire other persons to assist him/her in performing his/her said duties.
- G. Work with Registrar to ensure registration matters are in order.
- H. Work with Vice President to ensure all soccer operations run smoothly.
- I. Work with Director of Marketing to find ways to market QCFC programs.
- J. Work with the Technical Director to ensure player development and appropriate competition in place.
- K. Work with Director of Coaching to assure coaching programs are developed.
- L. Work with Treasurer to overview the financial aspects of the club.
- M. Preside over seasonal meetings for players, coaches, referees and parents.
- N. Notify the Webmaster for any changes in the board membership and other items to be posted online.
- O. Be responsible for the conduct of QCFC in strict conformity to the policies, principle, rules and regulations of Board of Director approved program charters, as agreed to the conditions of charter issued to QCFC by such organizations.
- P. Investigate complaints, irregularities and conditions detrimental to QCFC and report thereon to the Board of Directors as circumstances warrant.
- Q. With the assistance of the Registrar, examine the application and support proof-of-age documents of every Player Member and certify to residence and age eligibility before the Player Member may be accepted for applicable tryouts and selection.

The Vice President shall: (odd yrs)

- A. Perform the duties of the President in the absence or disability of the president, provided he or she is authorized by the President or the Board so to act. When acting so, the Vice President shall have all powers in that office.
- B. Be responsible to convey reports of the progress of the soccer programs to the Board of Directors.
- C. Assist the President and Director of Coaching in operations to further the growth of the Soccer program in the club.

- D. Ensure the safety of the players, create awareness through education and information of the opportunities to provide a safer environment for all players and participants in QCFC programs.
- E. Work with the Director of Development in the implementation of approved QCFC fundraising activities,
- F. Work with the Director of Development in obtaining sponsors.
- G. Assist in special events such as clinics and festivals.

The Technical Director shall: (even yrs)

- A. Be responsible for player development,
- B. Develop and implement training plans,
- C. Evaluate players,
- D. Maintain a player evaluation tool and train coaches on its use,
- E. Be responsible for all aspects of player tryouts and team formations,
- F. Oversee the Director of Coaching and guide them as needed,
- G. Ensure all coach training is in line with the club philosophy and player development goals,
- H. Identify and work with outside technical partners,
- I. Propose camps and oversee such as approved by the board,
- J. Chair the Player Development committee.

The Treasurer shall: (even yrs)

- A. Provide the President with monthly financial statements two days prior to the board meeting,
- B. Maintain accounting software; Present the treasure budget at BOD meeting,
- C. Maintain budget,
- D. Process receipts and maintain records of player payments; collect on non-payments of registration fees,
- E. Maintain list of scholarships,
- F. Process disbursements: all disbursements by check must be signed by authorized person/s only,
- G. Pay Refs as reported by Referee Assignor,
- H. Reconcile bank accounts,
- I. Process Insufficient Funds notices. Notify the Registrar of returned checks and non-payments,
- J. Provide information to accounting firm for tax return preparation within one month of fiscal year-end or as determined by the Board of Directors,
- K. Be responsible for maintaining and archiving all files relevant to QCFC finances,
- L. Receive all monies and securities and deposit same in a depository approved by the board of Directors within a maximum of 72 hours from receiving said monies,
- M. Prepare an annual budget, under the direction and/or assistance of the President for submissions to the Board of Directors at the Annual Meeting and to specific affiliations as may be required,
- N. Keep an itemized account of all receipts of items bought by QCFC (nets, uniforms, equipment ETC),

- O. Shall report to the Board at each meeting a report of all receipts and disbursements,
- P. Create the end of the Year report to be presented at the AGM.

The Registrar shall: (even yrs)

- A. Prepare and maintain up-to-date team rosters, assign player registration numbers and transfer all appropriate forms to affiliated organizations as required to maintain “good standing”,
- B. Execute all approved player transfers between teams and leagues or releases and notify affiliated organizations as required of such actions,
- C. Respond to all routine correspondence about QCFC Registration matters,
- D. Order uniforms for players,
- E. Perform all necessary actions to acquire player passes as needed.

The Director of Development shall: (odd yrs)

- A. Be responsible for the implementation of approved fundraising activities,
- B. Be responsible for obtaining sponsors,
- C. Provide each sponsor with a schedule of games and ensure each sponsor is appropriately recognized at the end of the season, and with any promised advertisements, etc. during the season,
- D. Research and apply for grant funding,
- E. Chair the ways and means committee,
- F. Work with the President and Treasurer on budget development.

The Director of Marketing shall: (odd yrs)

- A. Lead insight gathering for marketing development,
- B. Organize advertisements for ~~new~~ programming,
- C. Advertise QCFC registration dates, camps, clinics, and other events around the club’s area,
- D. Work with the Director of Development in sponsorship efforts,
- E. Serve on the ways and means committee,
- F. Work with Facilities Director to ensure proper signage at all facilities,
- G. Work with Webmaster to ensure proper content is on the website,
- H. Develop and implement creative and consistent social media marketing.

The Director of Coaching shall: (odd yrs)

- A. Work with the Registrar to ensure all coaches in all divisions have completed background checks and that said forms are filed properly with the state,
- B. Maintain a shared report of all licensed coaches including their background information and coaching requirements.
- C. Provide coaches with approved materials and guidance for age-appropriate coaching methods,
- D. Plan, organize and conduct coaching clinics and submit their licensing information to the state within 7 days of completion of the course,
- E. Recruit and assign coaches for all programs,
- F. Preside over Coaches Meeting,

- G. Assist coaches with developing a coaching philosophy,
- H. Ensure all coaches have completed Concussion awareness training.

The Secretary shall: (odd yrs)

- A. Be responsible for recording the activities of QCFC and maintain appropriate files, mailing lists and necessary records,
- B. Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of secretary or as may be assigned by the President or the Board of Directors,
- C. Maintain a list of all Regular and Sustaining Members, Directors and Committee Members and give notice of all meetings of QCFC, the Board of Directors and Committees,
- D. Keep the minutes of the meetings of the Members, Board of Directors and the Executive Committee and cause them to be recorded and disbursed at the next meeting or electronically prior to the next meeting,
- E. Notify Members, Directors, Officers and Committee Members of their election or appointment,
- F. Check mail two to three times per week. Pickup mail and disburse as is necessary,
- G. Upon the end of term, provide the incoming secretary with the minutes archive.

The Referee Assignor shall: (even yrs)

- A. Be responsible for remaining certified with the state,
- B. Have general supervision over all referees of QCFC,
- C. Recruit and schedule referees for all QCFC programs which require referees and keep records of games refereed and compensation paid,
- D. Plan, organize and conduct referee clinics for all referees of QCFC,
- E. Evaluate the performance of referees at the request of the Board, the President, or the Executive Committee,
- F. Respond to all routine correspondence about referee matters.

The Facilities Director shall: (odd yrs)

- A. Be responsible for the caretaking of all facilities used by QCFC,
- B. Keep the board informed of any issues regarding facilities,
- C. Be the main contact for field use and rented spaces,
- D. Ensure all storage is properly maintained and clean,
- E. Chair the special projects committee,
- F. Ensure fields are rented, lined and safe for all game days and training schedules,
- G. Work with the webmaster to ensure proper field maps are posted,
- H. Ensure all equipment is safe to use and goals are weighted,
- I. Submit annual budget requests to the board.

The Director of Academy shall: (even yrs)

- A. Oversee the fall and spring academy programs
- B. Be available and respond to inquiries in a timely manner
- C. Present a plan and work with the board each season for approval and implementation

- D. Work with the TD on team/group formations and present final list to Registrar
- E. Assist the DOC with recruitment of coaches and training of academy coaches
- F. Work with the Facilities Director on field needs
- G. Work with the Director of Marketing to advertise seasons and post information

The Immediate Past President shall:

- A. Mentor and Guide the President and Board of Directors
- B. The Immediate Past President position shall only be filled by the most recent outgoing President of the club who has served at a minimum one full term. The current Immediate Past President shall serve in the position until this requirement has been met. Resignation of the Immediate Past President shall result in a vacancy of the position or may be filled by an appointment of the BOD to a previous immediate past president.