

ASA Board Responsibilities

Title:	Functions:	Number of people needed:
1. President	Runs meetings; oversees entire board	
2. Vice President	Runs travel assessments; oversees travel coach recruitment and selection in conjunction with travel coach selection committee; coaches are voted on by board.	May choose to work with a committee on various aspects of the assessments. Lots of volunteer help needed for travel assessments.
3. Treasurer	Oversee board finances	
4. Secretary	Keep board minutes; set up meetings, send reminders about meetings;	
5. In-town coordinator	Manage, train, communicate with AGCs	
6. Training Director	Oversees player and coach training for both in-town and travel;	Additional help needed: 1 person in addition to Training Director;
7. Newsletter	Writes semi-annual newsletter	
8. Equipment	Orders, collects, distributes, manages all equipment	As needed – soccer gang help!
9. Uniforms	Orders uniforms; with board input, selects uniform styles – works to keep uniforms costs down	
10. Travel Director	Point of contact with ECYSA; board contact to travel coaches; manage travel team issues; schedule practices, work through travel issues with assistance from VP and President as needed	Additional help needed: 1 person in addition to the Travel Director. This person should help by overseeing one gender of the travel teams – answer coaches questions, collect the end of season items, etc.
11. Referees	Recruit, train, schedule and manage referees for U10 and U12 in-town games	
12. Technology	Oversee website maintenance; make recommendations to the board for improving board function through the use of technology	
13. Fields	Works with town and private organizations to secure fields; oversee set up and take down of goals and fields; recruit and schedule field liners; recommend cancellations;	Additional help needed: Dave Wilson (non-board volunteer) offered to help in 2008. He works in Andover.
14. Fundraising	Oversee all fundraisers with board input	As needed – board and non-board volunteers can be recruited
15. Survey/feedback	Sends online surveys as needed including end of season surveys. Relays feedback to board and to coaches	Ideally should be a board member who does not coach, especially at the travel level.