

Wings Board Members Responsibilities & Guidelines

- ❖ Attend all board and committee meetings 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 and committee meetings.
- ❖ Serve on committees or task forces and offer to take on special assignments.
- ❖ Inform others about the organization.
- ❖ Suggest possible nominees to the board or committees 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.
- ❖ Follow conflict of interest and confidentiality policies.
- ❖ Refrain from making special requests of the staff or volunteers.
- ❖ Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.

Personal Characteristics to Consider

- ❖ Attend all board and committee meetings and functions, such as special events.
- ❖ Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group.
- ❖ Willing to: prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, contribute possible financial resources according to circumstances, open doors in the community, etc.
- ❖ Develop certain skills if you do not already possess them, such as to: cultivate and solicit funds, 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, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, concern for your nonprofit's development, a sense of humor.

President Job Description

The President shall convene regularly scheduled Board meetings, shall preside or arrange for other members of the executive committee to preside at each meeting in the following order: Vice-Chair, Secretary and Treasurer.

- Serves as the Chief Volunteer of the organization (nonprofit only)
- Achieving the organization's mission
- Provides leadership to the Board of Directors, and sets policies
- Chairs meetings of the Board after developing the agenda
- Encourages Board's role in strategic planning
- Appoints the chairpersons of committees, in consultation with other Board members
- Serves ex officio as a member of committees and attends their meetings when invited
- Discusses issues confronting the organization
- Helps guide and mediate Board actions with respect to organizational priorities and governance concerns
- Reviews any issues of concern to the Board

- Monitors financial planning and financial reports
 - Plays a leading role in fundraising activities (nonprofit only)
 - Formally evaluates the performance and effectiveness of the Board members
 - Evaluates annually the performance of the organization in achieving its mission
 - Performs other responsibilities assigned by the Board
-

Vice President Job Description

This position is typically successor to the President. In addition to the responsibilities outlined in the Committee Member job description, this position shall chair committees on special subjects as designated by the board. Moreover, the Vice President shall represent Wings Soccer Club as an active member to the GFA Board (Guam Football Association).

- Understand the responsibilities of the board chair and be able to perform these duties in the chair's absence
 - Participate as a vital part of the board leadership
 - Participates closely with the board to develop and implement officer transition plans
 - Performs other responsibilities as assigned by the Board
 - Represents WSC as an active or board member of GFA
 - Sets tone for the committee work
-

Board Secretary Job Description

The Secretary shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and assuring that corporate records are maintained.

- Maintains records of the board and ensures effective management of organization's records
 - Manages minutes of board meetings
 - Assume responsibilities of the chair in the absence of the board chair, chair-elect, and vice chair
 - Provide notice of meetings of the board and/or of a committee when such notice is required
 - Ensures minutes are distributed to members shortly after each meeting
 - Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings
-

Head Coach Job Description

Responsible for team development and coordinating the recruitment, of qualified coaching staff. Additionally, will create and supervise in-season and out-season training sessions; manage all game day activities; supervise the coaches, and assistant coaches assigned to the program; manage the program budget, etc.

- Hiring and firing of coaches, assistant coaches, training staffs
 - Training of coaches, assistant coaches, players, etc
 - Development of new and existing players memberships
 - International and local soccer tournament development
 - Equipment budget and purchasing approved by board
-

Board Treasurer Job Description

The Treasurer shall make a report at each Board meeting. Treasurer shall chair the Finance committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to Board members and the public.

- Manages finances of the organization
 - Administrates fiscal matters of the organization
 - Provides annual budget to the board for members' approval
 - Ensures development and board review of financial policies and procedures
-

Development Director Job Description

Securing a new location for a new soccer field through Gov Guam or private enterprise and will be developed to include fields, car parking, clubhouse facility, restrooms, etc.

- Development and design to create own Wings Soccer Club facility
 - Implementing new strategies to re-brand and restructure club
 - Assisting in creating corporate sponsorship and turning profits
 - Utilizing the facility to offer to local and international clubs as revenue source
 - Assisting in how the maintenance work and costs for the facility be dispersed
-

Other Board Committees

Additional committees to be considered but not limited to;

Support Staff from U-6 to U-16 is responsible for the following;

- ✓ Collecting monthly fees for each player
- ✓ Assisting committees and board members with distributing information related to upcoming news and events. This shall be done by email or telephone.
- ✓ Inform parents of any changes to game schedules

- ✓ Support Staff are responsible for their own division queries or requests from players parents. If support staff has questions they should contact the person in charge of whichever committee relating to the specific topic. If the committee head is unable to assist they will then discuss matters with the board of directors.

Fundraising Committee is responsible for overseeing the organization's overall fundraising. To accomplish this, its responsibilities are:

- ✓ To work with staff to establish a fundraising plan that incorporates a series of appropriate vehicles, such as special events, direct mail, product sales, etc.
- ✓ To take the lead in certain types of outreach efforts, such as chairing a dinner/dance committee or hosting fundraising parties, etc.
- ✓ To monitor fundraising efforts to be sure that ethical practices are in place, that donors are acknowledged appropriately, and that fundraising efforts are cost-effective.

Membership Committee tasks are:

- ✓ To help develop appropriate procedures for membership and follow up with support staff on payments from all members
- ✓ To report to the accounting board member on all financial matters
- ✓ To distribute all related documents on new and existing members
- ✓ To assist with new ideas on membership and payment process

GFA Tournament Committee most common responsibilities are:

- ✓ To attend GFA members monthly meetings
- ✓ To prepare relative information from GFA meeting to Wings FC
- ✓ To inform each age division support staff of any changes to game schedules
- ✓ To assist with ideas on how to best coordinate with GFA

Special Events Committee is convened on a temporary basis to address a specific, single event or issue.

- ✓ To coordinate the board's assignments on a particular event, such as an annual dinner.
- ✓ To lead a strategic planning endeavor
- ✓ To investigate an unusual problem or opportunity, an unusual grant opportunity or a possible joint project with another organization. Research the situation and report back to the board.
- ✓ Assist with any off-island or on-island events, coordinating finances, costs, bookings

IT / Website Committee designing and posting relative information on the Wings FC website;

- ✓ Updating all information on the website once received by board members or committees
- ✓ Overall maintenance to the website
- ✓ Designing new logos and updating images