

## **Roles of SSOA Executive Board Members**

### **Roles of SSOA President**

1. Schedule board and members meetings.
2. Lead all meetings
3. Attend any and all NJSIAA meetings or name replacement when unable to attend.
4. Review all correspondences by Secretary Treasurer before distribution.
5. Ensures that list of SSOA members and Cadets is submitted yearly to NJSIAA.
6. Ensures that NFHS Magazine is ordered on a yearly basis
7. Finalize yearly date and location of the SSOA/NJSIAA Interpretation meeting.
8. Follow up to insure that SSOA has received all NJ Modifications.
9. Remind all members of the yearly refresher test.
10. Directory data must contain items 5 through 9.
11. Date of interpretation meeting should determine update of Directory.
12. Establish dates and places for membership meetings.
13. Establish date and location for the annual Banquet.
14. Assign board member with preparing the yearly members package.

### **Roles of SSOA Vice President**

- Act as back up for President of the association.
- Act on any request made by the President.
- Attend any and all meetings scheduled by the President.

## Roles of Secretary Treasurer

1. Review all written mail received at the designated P.O.Box 852, Red Bank NJ 07701
2. Prepare on SSOA stationary appropriate written responses to correspondences and inquiries.
3. Inform the SSOA Executive Board of all correspondences received, and replies.
4. Maintain electronic records of all received and sent correspondences.
5. Prepare and write letters of recommendation on SSOA stationary.
6. Prepare agenda for meetings when requested by the President.
7. Provide printed copies of the meeting agenda for all of the SSOA Executive Board members.
8. Every July obtain NFHS Certificate of Completion for the Concussion Training Course.
9. Every July request new Certificate of Insurance from NJSIAA. This will be submitted to any Board of education where SSOA holds its general membership meetings.
10. Track all income and expenses incurred by SSOA.
11. Publish Treasurers Budget Report and distribute at Executive Board meetings.
12. In April present the calendar year Annual Treasurer's Report to the Executive Board.
13. Collect the annual membership dues for the current calendar year from the active, inactive and transfer SSOA by January 31 of the current year.
14. Track all delinquent members, and collect all assessed fines.
15. Collect all income received by SSOA:
  - for equipment sales.
  - for ads sold to be published in SSOA membership Directory
  - for any income generated from 50/50 raffles.
  - for the end of year Banquet.

## **Roles of Recording Secretary**

1. Record all minutes at all meetings (Board and Membership meetings)
2. Publish Board minutes to board members in a timely fashion.
3. Publish Membership meeting minutes to upload to SSOA Web by Web Master (Chris Mingrone)
4. Read all minutes at the start of every meeting.
5. Track sign in sheet at all meetings.
6. Record and notify executive board especially Secretary/Treasurer of all members that did not meet the required number of meetings at the end of each soccer season.

## **Roles of Director/Supervisor of Training and Development**

1. Keep record of all new members to the association.
2. Insure that anyone who has been with association for **Four or more years**, and has worked games in all **Four** years, receive an formal evaluation.
3. Keep track of all **Four** year members that did not perform a minimum of **EIGHT** games during each of the **Four** years. Readjust there schedule for the assessment.
4. Work with SSOA Assignor to assign games with an experienced official to perform the **Four** year evaluation
5. Assign assessors to evaluate those officials that have worked games for **FOUR** years. Must be coordinated with SSOA Assignor to insure assessor is available to perform assessment.
6. Keep record of all assessments.
7. Review any assessment that receive less than acceptable rating.
8. Meet with individuals that did not meet an acceptable rating, and review their short comings. Establish a future date for another assessment.
9. Schedule assessment for any official with more than five years experience requesting a formal assessment.
10. Forward list of all acceptable **FORMAL** assessments to SSOA Assignor for consideration to do higher level games.

11. Assign a tournament selection committee to select the best qualified officials for all tournaments.

### **Roles of Cadet Supervisor**

1. To educate SSOA cadets in the rules of the sport of soccer.
2. Develop class training program to be presented to the executive committee for review and approval.
3. To assure each cadet passes the required NFHS rules exam.
4. Keep track of who paid their required fee.
5. Schedule place and time for the cadet course.
6. Publish cadet class schedule, and review with executive board.
7. Communicate the by Constitution, By Laws, and Policies of SSOA with cadets.
8. Introduce cadets to the SSOA web.
9. Keep track of cadets that passed the exam.
10. Publish list of qualifying cadets, and distribute to board members especially the SSOA Assignor.
11. Work closely with a designated member to develop training sessions to be presented at the general membership meetings.

### **Roles of Board Members**

1. Attend board meetings.
2. Participate at all meetings.
3. Suggest ways to improve SSOA
4. Follow up on any task assigned by the President.