

Southwest Michigan Women's Soccer Association Board Job Description

Title: President

Description: Oversees programs and management of association.
Assures all aspects of SMWSA are running smoothly.

Length of Commitment: One year (two seasons).

Time Involvement: Three to five hours per week

Responsibilities: Presides at all meetings.

the Organization of the banquet: including but not limited to, finding
facility, planning food, and equipment needed.

Work with secretary to set up agendas for meetings.

Works with treasurer to set up budget annually.

Oversees all board functions including supervision of
all board members.

Works with board member to organization of pre-season
promotion and publicity for SMSWA league: including but not
limited to, posting of signs and flyers at Soccer Zone, promoting
league in newspapers.

Works with board members to handle all matters including
concerns from participants.

Works with board members to set up divisions and place teams in
those divisions.

Responsible for opening and closing of the facility as board directs.