



Enid Soccer Club Board Job Descriptions

Vice President – Enid Soccer Club

Position Summary

The Vice President supports the President and Board of Directors in leading Enid Soccer Club and ensuring successful club operations, player development, community engagement, and organizational growth. The Vice President serves as acting President in the President's absence and helps promote the club's mission and values.

Key Responsibilities

- Assist with overall club leadership and strategic planning
- Support daily operations, programs, tournaments, and events
- Attend and participate in Board meetings
- Help oversee coaches, volunteers, and committees
- Assist with fundraising, sponsorships, and community outreach
- Promote positive relationships with players, families, and league partners
- Ensure compliance with club policies, league regulations, and nonprofit standards
- Serve as acting President when needed

Qualifications

- Strong leadership and communication skills
- Passion for youth sports and community service
- Organizational and problem-solving abilities
- Experience in soccer, nonprofit organizations, or volunteer management preferred
- Ability to work collaboratively with Board members, staff, coaches, and families

Time Commitment

- Attend regular Board meetings and club events
- Availability during evenings and weekends as needed during soccer season

Term & Compensation

- Volunteer position
- Term of service determined by club bylaws, currently 3 year

At-Large Board Member

Position Summary

The At-Large Board Member supports the mission and leadership of Enid Soccer Club by participating in governance, strategic planning, fundraising, and club activities. This flexible role assists the Board of Directors with projects and initiatives that help the club serve players, families, coaches, and the community.

Key Responsibilities

- Attend and participate in regular board meetings
- Assist with club events, fundraising, and special projects
- Serve on committees as needed
- Support policies, strategic goals, and board decisions
- Promote positive sportsmanship and club values
- Act as an ambassador for the club within the community
- Help ensure responsible stewardship of club resources

Qualifications

- Interest in youth soccer and community involvement
- Strong teamwork and communication skills
- Willingness to volunteer time and contribute ideas
- Prior nonprofit, business, coaching, or volunteer experience is helpful but not required

Time Commitment

- Attend monthly board meetings
- Participate in occasional club events and committee work

Term

- Volunteer board position
- Term length: 3 years

Desired Qualities

- Integrity and professionalism
- Collaborative attitude
- Dependability and initiative
- Commitment to youth development and sportsmanship

Secretary

Position Summary

The Secretary supports Enid Soccer Club by maintaining accurate records, managing official communications, and assisting the Board of Directors with administrative responsibilities. The Secretary helps ensure effective organization, transparency, and communication within the club.

Key Responsibilities

- Prepare and maintain meeting agendas and minutes for Board meetings
- Maintain club records, documents, and correspondence
- Distribute meeting notices, schedules, and club communications
- Track attendance and maintain official Board documentation
- Assist with registration records, policies, and administrative tasks
- Support communication between Board members, coaches, volunteers, and families
- Help ensure compliance with club bylaws and nonprofit requirements
- Maintain confidentiality of club information when necessary

Qualifications

- Strong organizational and communication skills
- Attention to detail and ability to maintain accurate records
- Basic computer and administrative skills
- Ability to work collaboratively with Board members and volunteers

Time Commitment

- Attend regular Board meetings and club events
- Availability for occasional evening and weekend activities during soccer season

Term & Compensation

- Volunteer position
- Term of service determined by club bylaws, 3 years