

Boerne FC Thunder

JOB DESCRIPTION: Executive Board Member: Operations Officer

OBJECTIVE: The Operations Officer primary job on behalf of the club's families, coaches, and staff is to ensure that BSC abides by all pertinent Bylaws and rules of governing bodies (such as FIFA, USSF, USYS, STYSA, AAYSA, WDDOA) and ensures that the BSC Bylaws and related policies are up to date and reflect the needs of club.

RESPONSIBILITIES:

- Evaluate all proposed changes to the Rules and By-Laws and report findings with recommendations.
- Provide oversight for (and conduct as needed) the overseeing and managing of facilities used and maintained by BSC. Specific duties can be delegated to Field Officer and BSC staff, such as DOA and DOC.
- Serves as a liaison to the voting members per BSC By-laws (6.2), should a minimum number of voting members representing a quorum wish to request a Special Meeting.
- Willing to serve as club representative to various league meetings if needed
- Chair the Governance Committee and if a Facilities Officer is not named chair the Field's Committee (if either is active).
- Perform on occasion such other duties as assigned by the President.

RELATIONSHIPS:

- Executive Board members have primary relationships with other executive board members and club staff
- Chairs the Governance Committee and Field Committee (if active)

ACCOUNTABILITY:

- Executive Board members are accountable to the community and to all voting members.
- The estimated time commitment required is approximately 5hrs per week, including periodic committee meetings.

ESSENTIAL SKILLS:

- Passionate about the club and dedicated to improving club practices.
- Experienced leader who has at least 2 years' experience managing people, budgets, and programs.
- Good communication skills.
- Able to maintain a cool, positive, & professional demeanor even under stress.
- Ideally, has (or has had) at least one child in the program.

