



Fort Saskatchewan Soccer

10013 – 96 Avenue | PO Box 3071 | Fort Saskatchewan | Alberta T8L 2T1
Phone: (780) 998-1835 | Fax: (780) 998-1834
www.fortsasksoccer.ca | [Email: info@fortsasksoccer.ca](mailto:info@fortsasksoccer.ca)

Duties of the President

The primary responsibility of the President is to oversee the operations of Fort Saskatchewan Soccer (FSS); and help guide the long-term direction of the organization. The role of president may only be filled by a member in good standing who has served on the executive committee for a minimum of one year.

The duties include, but are not limited to, the following:

1. Oversee general operations

- Manage overall Schedule of Events to ensure smooth operation of FSS indoor and outdoor programs.
- Shared responsibility with all members to ensure all Executive Committee and Sub-Committee positions are filled each year and where required, new volunteers recruited.
- Communicate with Sherwood Park Soccer Association (SPDSA) as necessary on FSS matters around our teams playing in the SPDSA league.
- Communicate with Edmonton Minor Soccer Association (EMSA) as necessary on FSS matters around our teams playing in the EMSA league.
- Communicate with Edmonton North Zone Soccer Association (ENZSA) as necessary on FSS matters around our teams playing in the ENZSA league.
- Communicate with Tri-County Soccer Association (TC) as necessary on FSS matters around our teams playing in the TC League
- The President must approve all purchases made by FSS.
- The President is one of the FSS signing authorities for financial transactions through the Fort Saskatchewan Minor Sports Association office.
- Must ensure that FSS follows all the rules and procedures of the Tri-County District and those of other organizations (EMSA and SPDSA) under the governance of Alberta Soccer Association.

2. Oversee Committees' activities

- The FSS President is responsible for coordinating and overseeing the activities of all members of the FSS Executive Committee and Sub-Committees.
- The President chairs all Executive, the Annual General Meetings and any Special General Meetings whenever possible.
- Approve draft Minutes prior to general distribution.
- The President serves as the FSS Tri-County representative and is responsible for attending all Tri-County District meetings when possible or is responsible for sending an appointed person to any meetings in the President's absence.
- Oversees the annual review and updating of all FSS Rules, Regulations, Policies and Procedures as recommended by the Review Sub-Committee for approval by the Executive Board.
- Responsible for declaration of teams.
- Act as disciplinary chair for the leagues in which FSS has competing teams.
- It is the responsibility of the President and Vice President to oversee, communicate and delegate in every area and detail within the organization.



Fort Saskatchewan Soccer

10013 – 96 Avenue | PO Box 3071 | Fort Saskatchewan | Alberta T8L 2T1
Phone: (780) 998-1835 | Fax: (780) 998-1834
www.fortsasksoccer.ca | [Email: info@fortsasksoccer.ca](mailto:info@fortsasksoccer.ca)

3. Program Development / Coordination

- Work with Registrar to develop player projections for the following year.
- Work with U4-U8 Program Director to ensure appropriate field availability for games/practices and sufficient coaches have been identified to cover all teams.
- Work with U10-U18 Program Director to ensure appropriate field availability for games/practices and sufficient coaches have been identified to cover all teams.
- Work with Treasurer to develop projected budget, enrolment and withdrawal fees.
- Work with Executive Committee to fine-tune/modify programs as needed based on input from ASA, the District, the leagues and feedback from our parents and players.
- It is the responsibility of the President and Vice President to train and guide all Committee Members in the efficient operation of Fort Saskatchewan Soccer.

4. Support:

- Help or cover duties of other Executive Committee members as needed or requested.