



2024-2025 Club Opportunities

Chehalem Valley Soccer Club can only be successful with the efforts of parents willing to fill our many board, coordinator, and volunteer roles. This year we have several positions needing to be filled. Won't you please consider stepping into one of these roles?

The Board has approved some form of compensation (stipend or player tuition offset) in recognition of work performed in some of these roles.

If you have questions, *please reach out to the [Vice-President](#).*

[SUBMIT YOUR NOMINATIONS](#)

All roles are required to attend the monthly Board meetings which are generally held on the 2nd Monday of the month at 6pm, currently in Newberg

Board Member Positions

These positions are voting members of the Leadership Team

President

The President shall supervise all activities of the Club and Board. The President shall be the presiding Officer at all Club meetings. The President shall appoint committees as needed or when charged to do so by a majority of the elected officers. The President shall be the official representative of the Club in all interactions with the public, except when another person has been given that authority by the President with the approval of the Board. The President shall act as the Risk Management Coordinator for the Club.

Primary Responsibilities:

- Be a leader and a catalyst for the club
- Prepare and distribute monthly Board meeting agenda
- Run monthly Board meetings
- Manage club staff, board, and coordinator email accounts
- Handle club grievances and disciplinary actions
- Onboards new staff
- Represents club in all federal, state, and local government interactions
- Prepares employee contracts
- Enthusiastically support kids, community, and soccer

Treasurer

The Treasurer shall be in charge of the financial affairs and activities of the Club, shall keep an accurate, informative, timely and verifiable record of all monies received and disbursed by the Club, all assets owned or controlled by the Club, and all debts owed by the Club. The Treasurer shall maintain

checking account(s) with signature authority vested in no fewer than three (3) Club officers with dual signatures required for any expenditure in excess of \$250. The Treasurer shall disburse funds for authorized purposes in accordance with authorized procedures, prepare and submit annual financial information to the general membership at the AGM, and shall provide financial statements acceptable to the Board at each regular meeting of the Board or as otherwise directed. The Treasurer shall prepare, or cause to be prepared, all documents required to allow the Club to maintain its tax exempt status under the Internal Revenue Code and the laws of the State of Oregon.

Primary Responsibilities:

- Monthly Quickbooks expense and income categorization
- Monthly bank statement review for accuracy and cash status
- Review outsourced payroll reports monthly to ensure Quickbooks entries are being charged to the correct account.
- Accounts payable review and approval of payments
- Annual federal and state tax return- coordinate with provider
- Collection of information and communication with CPAs
- Annual budget projection/oversight
- Producing monthly financial statements for release to Board
- Depositing player fees and donations
- Outstanding player fees collections
- TeamSnap scholarship and payment adjustments
- Scholarship Committee involvement and communication
- Coaches contracts and DOC contract oversight
- Receipting CVSC donations

Appointed Coordinators

Coordinators will be eligible to receive one complimentary player's tuition for one season as compensation for their role.

Communication Coordinator

Description

The Communication Coordinator produces and distributes promotional media in support of tryouts, registration, community events, and club happenings. They regularly broadcast information relevant to the CVSC community such as upcoming games, trainings, fundraisers, and meetings. They publish an annual Player Handbook to support new and returning families. They coordinate messaging across social media channels (e.g. Facebook, Instagram, website, school district) and team communication channels (i.e. TeamSnap).. The Communication Coordinator will maintain a current internal list with contact information to include Board members, coaches, and assistant coaches. Fluent in both Spanish and English is helpful, but not required.

Responsibilities

Promotions:

- Produces digital and physical promotional material for community events, including:
 - Tryouts (annually in May)
 - Season Kick-off (July/August)
 - Annual General Meeting/Elections (Fall)
 - Winter Academy (annually in December & January)
 - Additional training opportunities
 - Festivals
 - Fundraising events
- Administers printing and distribution for physical promotional material, for example:
 - Tryout banners and flyers need to be setup and torn down; Communication Coordinator would coordinate these efforts and track the status of our banners and flyers and make sure they are collected after events
- Maintains promotional media and assets on org's Google Drive and through club Canva account
- Digital publications include website (in coordination with website maintainer); social media (Facebook and Instagram); public school "Friday Folder" for Newberg, Saint Paul, Dundee, and (optionally) surrounding areas

CVSC Community Broadcasts:

- Promotes CVSC annual kick off party and general meeting w/ save-the-dates and reminders
- Produces the Player Handbook for new (& returning) families, with Code of Conduct, CVSC policies and procedures, and important links such as: OYSA sportsaffinity login and guide, updates to the Laws of the Game, SafeSport training
- Communicates where to find game schedules on a regular basis
- Notifies CVSC community of CVSC Board meetings (either individual or collected schedule)
- Identifies information presented at CVSC Board meetings which is potentially useful to the broader CVSC community
- Publishes opportunities to serve the CVSC community (i.e., open coaching and coordinator positions)
- Broadcasts primarily use TeamSnap, but may also include CVSC website and social media

General:

- Records activities and communication to improve the list of responsibilities for this position
- Attends Board meetings regularly as able; responsible for identifying information potentially useful to the broader CVSC community, whether present or not
- Identifies areas of improvement for the next year, e.g., timing, opportunities for communication, soliciting feedback from CVSC families

Event Coordinator

Will work most closely with Communications Coordinator and Volunteer Coordinator to plan and carry out club and community events.

General Event Responsibilities:

- Coordinate project management and keep a timeline of what needs to be done and when to ensure each event's success.

- Work with Volunteer Coordinator to ensure the events are staffed
- Work with Communications Coordinator to promote events as needed
- Collaborate with Fundraising Coordinator for fundraising events
- Work with Board/Treasurer to manage event budget
- Document event planning needs to make future years work smoothly
- Stay connected with what events in our local community may be beneficial for our club to get involved with
- Identify areas of improvement for the next year, e.g., timing, opportunities for better visibility within CVSC community

Newberg Camelia Festival (April)

- Alerting the board 2-3 months in advance of the event to sign up for event participation and begin to make a plan.
- Organize what is needed for event participation

Club Tryouts (May)

- Alerting the board 2-3 months in advance of tryout time to organize materials, field space, and people for the event together with the Director of Coaching
- Organize and work check-in for the event

Season Kick Off Event (July/August)

- Alerting the board 2-3 months in advance of event time to organize a committee to manage venue, date/time, food, beverage, activities, and people for the event.

Team photos (August/September)

- Line up photographer
- Arrange with team manager coordinator timeline for photos
- Work with photographer for location and delivery of order forms
- Be at pictures to aid the photographer with whatever they need to make the day runs smoothly

Annual General Meeting (Fall)

- Alerting the board 2-3 months in advance of Annual General Meeting to organize venue, date/time, materials, and people for the event

Winter Academy (December/January)

- Alerting the board 2-3 months in advance of Winter Academy and begin collaborating with Director of Coaching, Communications Coordinator, and Volunteer Coordinator to carry out event.

Club 5k (TBD)

- Alerting the board 2-3 months in advance of event and to organize venue, date/time, and other needs for the event.

Recurring Club Meetings

- Coordinator venue and meeting needs for monthly board meetings, and other recurring internal meetings for club.

Field & Equipment Coordinator

Will work most closely with the Director of Coaching and Coaches to manage field and equipment for the club.

Primary Responsibilities:

- Conduct inventories, and maintain appropriate records regarding distribution and storage of all equipment belonging to the Club.
- Coordinate the purchase, distribution, and management of equipment for the Club.
- Coordinate purchasing field maintenance equipment and supplies as well as organizing and overseeing field maintenance activities, including field lining and goal placement.
- Arrange with facility owners for access to and use of fields for practices and games, including applying for and obtaining field permits from park departments and/or school districts for all fields that will be used by the club's teams.
- Provide an inventory of available game times and locations to the game schedulers for all leagues and tournaments in which the club's teams will be hosting any home games.
- Provide for goal maintenance and replacement, nets, and goal anchoring needs.
- Arrange for fields to be lined and set up for matches with goals, nets, and flags in place, and will inspect goals and field equipment for condition and safety.

Fundraising Coordinator

The Fundraising Coordinator shall be responsible for carrying out any and all fundraising activities approved by the Board. They will work closely with the Treasurer, Communications Coordinator, Event Coordinator, and Volunteer Coordinator.

Primary Responsibilities:

- Initial Fundraising Committee contact
- Manage all ongoing club fundraising: sponsorship program, BottleDrop give program, Benevity, PayPal donations
- Maintaining an up to date record of all requests for individual team fundraising to ensure multiple teams are not doing the same fundraiser at the same time.
- As teams or the board request funds, it is the fundraising coordinator's responsibility to come up with unique ideas for the club to raise funds.

Team Manager Coordinator

The Team Manager Coordinator will work with the Team Managers selected to represent each team and support coaches..

Primary Responsibilities:

- Provide an updated Team Manager Overview for each season to be updated on the website and shared with teams.
- Inform coaches at beginning of season about the resource that a Team Manager can provide and encourage them to reach out to their families to find a parent volunteer
- Work with club Registrar and President to get Team Managers set-up on TeamSnap and with an CVSC email account for club communication
- Coordinate activities and information distribution to the team coaches, players and parents
- Direct Communications Coordinator on any changes to Team Managers assignments to update on the website
- Serve as a board liaison for Team Managers
- Attend Board meetings regularly as able; responsible for identifying information potentially useful to the coaches/Team Managers whether present or not
- Coordinate information distribution to the team coaches, players and parents on any club happenings as directed by the Board

Volunteer Coordinator

General Responsibilities:

- Maintains staffing for club needs, including concessions, setup, and teardown at home matches. They will maintain records of volunteered hours for CVSC participants.

Staffing:

- Work with Field Coordinator and Director of Coaching to identify times when CVSC is using the NHS turf field for games or other public events
 - Coordinate volunteers to unlock & re-lock the NHS stadium for home games and events and setting out appropriate signage
- Work with Communications Coordinator to broadcast volunteer needs to CVSC community
- Provide volunteers with clear instructions
- Maintain contact information for all volunteers

Record-keeping:

- Maintain records of volunteers, including: contact info, this year's hours, team(s).
- Provide a written report of volunteer hours - twice per year (preferably 2 weeks prior to end of fall and spring seasons)

Concessions:

- Direct concessions setup, staffing, and teardown
- Coordinate needs with Fundraising Coordinator

General:

- Maintain a volunteering budget, as directed by the CVSC Board
- Record activities and communication to improve the list of responsibilities for this position

- Attend Board meetings regularly as able; responsible for identifying information potentially useful to the broader CVSC community, whether present or not
- Identify areas of improvement for the next year, e.g., timing, opportunities for better visibility within CVSC community

Nominate Today