



NESA Board Position Job List and Descriptions

President: Acts as the main spokesperson for NES A. Attends MYSA AGM and places ballots for rule changes. Will set agenda and run all board meetings. Has authority to call special board meetings or assign special committees. If vacancy exists on the board President may appoint a person to finish that person's term with the blessing of the board. Member of Executive & Summer committee, and Finance Committee.

Vice President: Represent President when absence. Member of Executive & Summer committee and Finance Committee.

Secretary: Records minutes of all board meetings and distribute them to board members. Member of Executive & Summer committee.

Treasurer: Collects all fees and write all checks for NES A and is responsible for club finances, audits, and reports. Responsibility to keep the board informed of money inflows and outflows with treasurers reports. Member of executive committee.

Girls District Rep.: Will attend all district meetings for the East District and represent the best interests of NES A. Meetings are usually one per month, but could be more if called. Member of Summer Committee.

Boys District Rep.: Will attend all district meetings for the East District and represent the best interests of NES A. Meetings are usually one per month, but could be more if called. Member of Summer Committee.

Field Assignor: Assigns and schedules all games for NES A club as well as reschedule all games for NES A clubs (home games only.) Must be in close contact with Referee Coordinator and very busy during the season. Must make sure no conflicts or double bookings develop. Keep in contact with all coaches when necessary. Must be very accurate on times and dates - so club will not incur fines from the state.

Field Coordinator: Works as liaison between the NES A club and the City of Maplewood to discuss needs/concerns/condition of Hazelwood fields.

Referee Coordinator: Leads NES A's Referee Development Program in the areas of promotion, mentoring, certification and referee training. This person will act as the Club's spokesperson at the district and state level on the subject of Referee's. Registration with MYSA as a Referee Assignor is a requirement.

Referee Assignor: Assigns all officials to all NES A home and Tournament games. The Referee Assignor is paid per game assigned. This fee is set by the Board of Directors. Assign referees to games according to skill level. Registration with MYSA as a Referee Assignor is a requirement. Not required to be a board member.

Web Master: Must keep our web site up to date and keep in contact with coaches, board members, and all news items from teams, state etc. Can be very busy throughout the season.

Equipment Manager: Must keep inventory of all equipment that NES A controls and ensure coaches equipment bags are checked back in from teams at end of season. Must ensure that equipment is in good condition and replaced where needed. Must check over what we need for new equipment for each season and place orders.

Tournament Director: Facilitates all aspects of the NESA tournament including concessions, volunteers, collecting fees, registration, compliance of MYSA rules, contacting tournament applicants etc.

Summer Committee: The committee assigns players and coaches to form NESA teams. It also meets during the season on any major conflicts that could develop. Must be able to deal with phone calls after teams are put together and explain reasons why. Decides what age groups need to have try outs. Members of the Summer Committee are President, Vice President, Registrar, and Boys and Girls Directors.

Registrar: Put all data into computer and meet all deadlines to the state re: submitting players, teams etc. must make sure all coaches and players cards are received. Must make sure each player is paid in full to participate with NESA. Make decisions regarding a player if they need to be scholarship. Member of Summer Committee.

Risk Coordinator: Represents the Club at all State level meetings and reports findings back to the board. This person consults on all items of discussion when called upon. Ensure the club is making sound decisions in order to reduce clubs liability.

Club Administrator: This person is very knowledgeable on club history and past decisions. Is called upon to ensure the board continues to make sound decisions that keep the club within the parameters of its mission.

Uniform Coordinator: Order players uniforms (new and replacement) and distributes them to coaches.

Coaching and Training Director: Leads the effort of finding coaches and trainers; organizes player skills training and coaching clinics, scheduling fields & Times for training. Ensures coaches, website, etc. are kept up to date regarding training information.

Finance Committee: Includes the President, Vice President, Treasurer and one other board member that the President appoints. They set the registration fees and meet as needed to review/discuss finances before presenting to the board.

Communications and Promotions: In charge of all advertising needs throughout the year.

Kicks for Kids Director: In partnership with the City of Maplewood. Coordinate coaches for the fall and spring seasons.

Booster Club Coordinator: In charge of monitoring booster item selection on the website.