

MHSA Board Member Job Description

Position:	Communications Director
Authority and Responsibility:	<p>The Board of Directors is the legal authority for the Medicine Hat Soccer Association (MHSA). As a member of the Board, a Director acts in a position of trust for the entire soccer community and is responsible for the effective governance of the organization.</p> <p>The Communications Director has the authority and responsibility to report on past, current and future events or programs of the MHSA to it's members as well as local media.</p>
Qualifications and Skills:	To effectively fulfill the role of Communications Director an individual must possess strong verbal and written communication skills. Ideally, they have experience with preparing press releases, newsletters and other forms of marketing materials.
Requirements:	<p>Requirements of Board membership include:</p> <ol style="list-style-type: none"> 1. Commitment to the work of the organization. 2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, and advocacy. 3. Willingness to serve on committees. 4. Attendance at monthly Board meetings. 5. Attendance at meetings of assigned committees. 6. Attendance at Annual General Meeting. 7. Support of special events. 8. Support of and participation in fundraising or marketing events.
Term:	Directors are elected by the membership at the Annual General Meeting. Directors serve for a two-year term. Directors may be released at the end of the elected term, by resigning or according to the MHSA Bylaws.
General Duties:	<p>A Director is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.</p> <p>The Director must:</p> <ol style="list-style-type: none"> 1. Approve, where appropriate, policy and other recommendations received from the Board, its standing committees and staff. 2. Monitor all Board policies. 3. Review the bylaws and policy manual, and recommend bylaw changes to the membership. 4. Review the Board's structure, approve changes, and prepare necessary bylaw amendments. 5. Participate in the development of the MHSA's organizational plan and annual review. 6. Approve the MHSA's budget. 7. Approve the hiring and release of staff, including their employment contracts, based on the recommendation of the Executive Committee. 8. Support and participate in evaluating association staff. 9. Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance the MHSA's mission.
Specific Duties:	<ol style="list-style-type: none"> 1. Quarterly Newsletter with timing coordinated through staff. 2. Twice monthly press releases to media regarding standings. 3. Work with staff to ensure website is most effective. 4. Work with staff to ensure members receive association information in a timely and convenient manner. 5. Prepare Board Meeting Summary and post to website within 7 days of Board Meeting.
Evaluation:	A Director's performance is evaluated annually based on the performance of their duties laid out in their Goals and Workplans.
Annual Review:	The Executive Committee annually reviews the Board Member Job Description. Recommended changes are presented to the Board.
Review Date:	Approval Date: