

GENERAL DESCRIPTION OF VANCOUVER SOUTHSIDERS ELECTED NAMED POSITIONS:

Club Treasurer (Director position)

- Manages finances of the organization;
- Administers fiscal matters of the organization;
- Provides annual budget to the board for members' approval;
- Provides financial updates to the board of directors;
- Ensures development and board review of financial policies and procedures;
- Responsible for filing of the society's tax filing.

Club Secretary (Director position)

- Prepares all general and board of directors meeting agendas;
- Takes minutes of all general and board meetings;
- Maintains an inventory of all Southsider property;
- Distributes and/or makes available the minutes to the General Membership shortly after meetings;
- Maintains records of the board and ensures effective management of organization's records;
- Coordinate required filings under the Society Act (annual report, notice of change of directors, etc).

Ombudsman (Officer position)

- Independent, non-voting board member;
- Provides the General Membership with fiscal and administrative oversight of the Executive Board's activities;
- Provides counsel to the Executive Board on matters of member discipline, conflict of interest and other complex member issues;
- Represents the interests of the General Membership and individual members to the Executive Board through advocacy and consultation.

The **President** and the **Vice-President** are responsible for ensuring that the Board of Directors and its members:

- are aware of and fulfill their governance responsibilities;
- comply with applicable laws and bylaws;
- conduct board business effectively and efficiently;
- are accountable for their performance.

DUTIES AND RESPONSIBILITIES TO BE COVERED BY MEMBERS AT LARGE AND VOLUNTEERS:

These duties will be assigned at the first Meeting of the Executive Board either directly to Members at large, or to Committees chaired by volunteers from the membership.

Duties regarding: Membership & Recruiting

- Maintain records of current membership;
- Maintain list of members eligible for office;
- Co-ordinate the distribution of membership packages and items;
- Manage recruiting of new members.

Duties regarding: Social Events and Partnerships

- Manage social events including but not limited to pub nights, viewing parties, and special events;
- Organize match day social events;
- Manage Commercial Partnerships and Sponsorships.

Duties regarding: External Communications

- Manage communication outside of membership including but not limited to media relations, social media and public relations;
- Sell advertising space in any Southsiders Media.

Duties regarding: Internal Communications

- Manage communication primarily for membership including but not limited to our website, blog and newsletters;
- Manage correspondence received via main contact email address.

Duties regarding: Stadium Operations

- Manage creation and execution of stadium tifo displays (home and away);
- Administrate stadium promotional items;
- Co-ordinate stadium access with Whitecaps FC;
- Manage Capo and Drum team.

Duties regarding: Merchandise

- Co-ordinate the selection and creation of merchandise;
- Orders merchandise for the group;
- Maintain records of current merchandise inventory;
- Maintain and manage the Vancouver Southsiders Online Store;
- Co-ordinate the distribution of merchandise via post and on matchdays.

Duties regarding: Away Travel

- Organize ticketing for away games;
- Co-ordinate travel, accommodation primarily for Cascadia away games;
- Co-ordinate security plans for away games;
- Report Away Travel information to ISC.

Other roles:

Independent Supporters Council of the United States and Canada Delegate (2) are the Southsiders' representatives to the Independent Supporters Council of the United States and Canada (ISC) and their responsibilities are:

- communicate with the ISC;
- communicate with the MLS League Front Office;
- ensure that the entire Southsiders Board of Directors is aware of these communications;
- attend all ISC General Meetings.

Cascadia Cup Council Representative (1) is the Southsiders' representative to the Cascadia Cup Council (CCC) and responsibilities are:

- represent the Vancouver Southsiders as a director of the CCC;
- ensure that the entire Southsiders Board of Directors is aware of all CCC business.