



Pueblo Rangers Middle School Representative

Position Summary:

The Middle School Representative of the Pueblo Rangers Soccer Club (PRSC) will be a voting member of the Board of Directors and should have a solid reputation as a person of great trust and integrity. The Middle School Representative is the voice of the Middle School Program. This person must have a solid understanding of the Middle School Program and will work to ensure success and growth of the league. He/she should have an outgoing and friendly personality, demonstrated professionalism and tact in communications with a diversity of individuals, strong organizational and time management skills, acute attention to detail and ability to work well with the Pueblo Rangers Members and Directors.

Length of Term:

1 Year

Reports to:

The Middle School Representative reports to the Board of Directors and the members

Essential Duties and Responsibilities:

- The Middle School Representative will be the liaison between the members/coaches and the Board Of Directors. This person will present suggestions for changes to the programming in order to ensure success and growth of the league.
- Prior to each season, this individual will work closely with the Treasurer and Bookkeeper to review financials of the program and will establish budgets. He she/will determine if there needs to be adjustments to registration fees, uniform fees, gate fees, etc. He/she will communicate the need for any adjustments to the Board of Directors
- This member will assist Chair a committee of the Pueblo Rangers of his/her choice. He/she will attend all committee meetings and will report to the Board of Directors at the monthly board meetings
- Understand and promote the Pueblo Ranger's mission
- Be familiar with the Ranger's programs, policies and operations
- Attend board meetings on the first Wednesday of each month, excluding July
- Make an annual gift "according to your circumstances to the Ranger's organization to achieve 100% board giving" or participate in fundraising activities as an alternative option of contributing to the organization. If needed, meet with potential donors/funders to make a case for funding the organization
- Strictly adhere to the conflict of interest policy set forth by the PRSC
- Review the agenda and any supporting documents prior to board meetings and actively participate in meetings