

A large, decorative blue curved shape that starts from the left edge and curves downwards and to the right, ending near the bottom right corner. It has a gradient from dark blue to a lighter blue.

Ensuring Healthy Growth: Roles and Responsibilities of MYSA Club Boards

Introductions

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Club Attendees

Goals/Objectives

- Minnesota requirements governing nonprofit boards
- MYSA requirements governing member clubs
- Review of fiduciary duties and responsibilities of board members
- Job descriptions for board positions

Minnesota Requirements of Nonprofit Boards

- Must have at least three separate board members
- The positions of President and Treasurer are required
- File with the Minnesota Secretary of State each year to keep your corporate status current

President

- Responsible for the general management of the business of the corporation
- When present, shall preside over the meetings of the board and the members
- Shall see that the decisions of the board are carried out
- Shall execute and deliver in the name of the corporation all of the contracts relating to the business of the corporation
- Shall maintain the records of the board

Treasurer

- Responsible for keeping accurate financial records for the corporation
- Shall deposit all funds in the name of and to the credit of the corporation
- Shall disperse corporate funds as ordered by the board
- Upon request, shall provide financial reports to the president and the board

Additional Club Positions Required by MYSA

- Secretary
- Risk Manager
- Player/Coaching Director(s)
- Registrar/Club Administrator
- Referee Coordinator/Assignor
- Field Coordinator

Additional Club Positions Recommended by MYSA

- Boy and Girl Representatives
- Age Group Coordinators
- Recreation Contact
- Tournament Director
- Equipment Manager
- Fundraising Coordinator
- Volunteer Coordinator

Fiduciary Duties and Responsibilities of Board Members

- Duty of Care – act in good faith with the best interests of the corporation in mind
- Duty of Loyalty – put the good of the organization first and avoid engaging in activity from which you personally will benefit
- Duty of Obedience – follow the organization’s governing document, carry out the organization’s mission and assure funds are used for lawful purposes

Avoid Conflicts of Interest

- Establish a Conflicts of Interest Policy
- Require full disclosure
- Require that board members abstain from voting (and discussion) when there is a conflict, or even a perceived conflict

Establish a Financial Policy

- Publish fee structure for players and adults
- State your refund policy and follow it
- Determine your financial aid policy, if any, and implement in a consistent manner
- Require more than one signature on checks exceeding \$500.00 (\$250.00 for smaller clubs)
- Have an audit conducted by an outside agency every two or three years

Maintain Your Corporate Status

- File and pay your corporate taxes on time
- File Articles of Incorporation with Secretary of State
- Complete annual registration with Secretary of State
- Conduct a minimum of one membership meeting per year and make sure to publicly publish the date allowing for adequate advance notification

Job Descriptions of Board Members

- Recruiting and retaining volunteer board members begins with clear expectations for each board position
- Lay out the role of each board member
- Communicate an expected time commitment (weekly, monthly, yearly)
- Establish a line of accountability and possible consequences of not fulfilling one's role and responsibilities

Job Descriptions – Where to Begin?

- Use your Articles of Incorporation and/or Bylaws to determine job responsibilities and make sure language used is consistent
- Follow State and MYSA requirements of certain positions
- When writing job descriptions, keep the position in mind, not the individual

Resources

- www.mnyouthsoccer.org
- www.usyouthsoccer.org
- www.mncn.org
- www.sos.state.mn.us
- www.irs.gov/charities