

**1) DUTIES- PRESIDENT**

**Specified (Article 8 Section 5)**

- a) Supervises and Control all the business and affairs of the Institute
- b) Presides at all meetings of the Executive Board
- c) Represents WISP at meetings and other club or public functions
- d) Submit an annual report of the operation
- e) Sign with the secretary or other proper officer authorized by the Board any deed, mortgage, bonds, contracts or other instruments that the Executive Board has authorized except in the case where the signing and execution is delegated by the Board

**Proposed Additional Duties- 2008/2009**

- f) Implementation of Sports Information Centre
- g) Approval from the Regional Corporation to obtain Office space in the newly constructed Stands
- h) Updates- Trip to Canada in June 2008
- i) Liaising with Presto Presto Youth Camp, the University of Southern Caribbean and Cap Off Youths F.C
- j) Calendar of Events for each term
- k) Website updates
- l) Access to email address [info@waterloo-tt.com](mailto:info@waterloo-tt.com) and forward mails accordingly

**2) DUTIES- FIRST VICE PRESIDENT**

**Specified (Article 8 Section 6)**

- a) Performs all the duties of the President in his absence or in event of his inability or refusal to act.
- b) Perform all duties incident to the Office of the First Vice President and other duties prescribed by the Executive Board

**Proposed Additional Duties- 2008/2009**

- c) Review and implementation of the Maths & Soccer Project
- d) Review and proposed amendments to WISP Constitution
- e) Building an ongoing relationship with Waterloo in Suriname
- f) Establishing contact with Waterloo in Arouca, Trinidad
- g) Under-studying the role of the President
- h) Review any proposed new projects.
- i) Access to email address [info@waterloo-tt.com](mailto:info@waterloo-tt.com)

## **WATERLOO INSTITUTE OF SOCCER PLAYERS**

### **3) DUTIES- SECRETARY**

#### **Specified (Article 8 Section 8)**

- a) Keeps minutes of the meeting of the Members and of the Executive Board
- b) Sees that all notices are duly given
- c) Official custodian of the Institute records, Constitution, By-Laws and of the seal of the institute.
- d) Sees that the Seal is affixed to all documents and that it is duly authorized in accordance with the provisions of these articles.
- e) Keep a Register of the postal address of each member
- f) Performs all duties incidental to the Office of the Secretary and other duties assign from time to time by the President or the Executive Board.

#### **Proposed Additional Duties- 2008/2009**

- g) Custody of The Players Registration Forms for new registration
- h) Custody of the Completed Players Registration Forms and birth certificates
- i) Updating the Register of Players
- j) Custody of Uniforms for New Players
- k) General Filing of completed Registration Forms
- l) Submitting the revised Register to the President at the end of every term for Website update.
- m) Written Requisition to the President on the reorder of Uniforms including the sizes and beginning number
- n) Access to email address [admin@waterloo-tt.com](mailto:admin@waterloo-tt.com) and to forward emails accordingly

### **4) DUTIES- ASSISTANT SECRETARY**

#### **Specified (Article 8 section 12)**

- a) Performs such duties assigned to them by the Secretary or by the President or the Executive Board

#### **Proposed Additional Duties- 2008/2009**

- b) Assist in taking minutes as designated by the Secretary

## **WATERLOO INSTITUTE OF SOCCER PLAYERS**

### **5) DUTIES- TREASURER** **Specified (Article 8 Section 9)**

- a) Have charge and custody of and responsible for all the funds of the institute.
- b) Receive and give receipts for moneys due and payable to the institute.
- c) Deposit all moneys in the name of the institute in such banks selected by the Executive Board
- c) prepare and present a complete Financial Statement at the Annual Meeting
- d) Chairperson of the Finance Committee.
- e) Perform all duties incident to the Office of Treasurer
- f) Perform other duties as from time to time be assigned to him by the President or the Executive Board.

### **Proposed Additional Duties 2008/2009**

- g) Ordering Uniforms from the Supplier.
- h) Authorizing all payment to be signed by any two of the three (President, treasurer and the Secretary)
- i) Issuing payment vouchers and remitting payment either by cash or cheque to the Suppliers
- j) Issuing Cash Vouchers and remitting monthly stipend by cash to the Coaches/ Official
- k) Keeping a log of all receipts books in use.
- l) Filing and safe custody of all completed receipt books.
- m) Assisting the President in the implementation of the Sports Information Centre
- n) Updating the Profile of the Institute
- o) Assisting the President in preparing the Annual Budget and Events Budgets of the Institute
- p) Strategic Planning of the Institute.
- q) Access to emails addresses [admin@waterloo-tt.com](mailto:admin@waterloo-tt.com) and [fundraising @waterloo-tt.com](mailto:fundraising@waterloo-tt.com)

## **WATERLOO INSTITUTE OF SOCCER PLAYERS**

### **6) DUTIES- ASSISTANT TREASURER**

#### **Specified (Article 8 Section 12)**

- a) The Assistant Treasurer shall such duties as assigned to them by the Treasurer, the President or the Executive Board

#### **Proposed Additional Duties 2008/2009**

- b) Keeping receipt books designated by the treasurer.
- c) The original of all cancelled receipt must keep in the receipt book.
- d) Collecting Cash and issuing a receipt for Registration and membership fees.
- e) Keeping Cash in safe custody for handing over to the Treasurer
- f) Receiving an updated Register of Players to determine members in arrears
- g) Submit a Report to the Treasurer/President showing the names of all members and balances due at the end of the sixth week of the new term
- h) On the First Saturday of each month, hand over all cash received to the custody of the Treasurer. The Procedure is that all receipts fir that period would be signed by the Treasurer.
- i) Return all completed receipts to the safekeeping of the Treasurer.
- j) Sits on The Finance Committee chaired by the Treasurer

### **7) DUTIES- VICE PRESIDENT OF DISCIPLINE AND PROTEST**

#### **Specified (Article 8 Section 10)**

- a) Responsible for all questions relating to the qualifications of competitors, interpretation of rules, or any dispute within the Institute
- b) Advise and coordinate the filing of any dispute or protest
- c) Perform all duties incident to the office of Discipline and Protest
- d) Such other duties assigned from time to time by the President or the Executive Board.

#### **Proposed Additional Duties 2008/2009**

- e) Seeking to protect the Property of Waterloo High School.
- f) Issuing Suspension notice to Players for any serious indiscipline committed by the player for which the institute has to meet with the Parent/Guardian.
- g) Keep a record of any dispute reported by any member. The aggrieved member to sign a written report of the dispute.
- h) Setting up a committee to adjudicate on matters relating to Disputes and Protest.
- i) Report in writing all disputes and action taken by the committee to the Secretary/ President.

## **WATERLOO INSTITUTE OF SOCCER PLAYERS**

### **8) DUTIES- VICE PRESIDENT in charge of Equipment & Uniform**

#### **Specified (Article 8 Section 11.1)**

- a) Responsible for the acquisition, distribution and return of soccer equipment
- b) Resale of old and unneeded Soccer items
- c) Perform other procurement as maybe assigned
- d) Responsible for the procurement of bids and sample of Uniforms for the Directors to select from.
- e) Responsible for the procurement, preparation and the distribution of uniforms

#### **Proposed Additional Duties 2008/2009**

- f) Keep a register of all the institute equipment stating make and serial number if necessary.
- g) Keep a record of all equipment that become defective stating date, item description and reason given
- h) Keep a record of all equipment borrowed by coaches for training out side of the normal training period
- i) Retain the key to the door of the proposed storage facility in the new built Stadium on Jerry Junction ground.
- j) Ensure that all equipment are collected from the field after the normal training sessions
- k) Caution any member that is considered misusing the institute equipment e.g. playing the footballs on a concrete service.
- l) Report to the President on any incident affecting the security of the institute equipment
- m) Set up a Committee to assist in management the equipment and uniforms

## **WATERLOO INSTITUTE OF SOCCER PLAYERS**

### **9) DUTIES- VICE PRESIDENT in charge of Fund Raising & Sponsorship**

#### **Specified (Article 8 Section 11.2)**

- a) Responsible for overseeing all the institute fund raising activities
- b) Coordinating and scheduling any fund raising activities
- c) Perform other duties as may be assigned
- d) Procurement of Sponsors to obtain resources for the institute functions
- e) Keep sponsors informed of the institute progress and extend invitation to sponsors for the institute events.
- f) Provide Sponsors with team photo and newspaper clippings

#### **Proposed Additional Duties 2008/2009**

- g) Continue on-going talks with ALGICO for the Sponsorship of 200 jerseys and equipment
- h) Set up an active fundraising committee
- i) Fund raising events – Trip to Canada June 2008
- j) Plan Fund Raising – Lunches and refreshments- Carapichaima U-17 One day Football Knock-out Competition at Ato Boldon Stadium on Sat March 8<sup>th</sup> 2008
- k) Fund raising- Maths & Soccer Project
- l) Fund raising- Open House and Red Cross Medical testing
- m) Access to email address [fundraising @waterloo-tt.com](mailto:fundraising@waterloo-tt.com)

### **10) DUTIES-VICE PRESIDENT in charge of Coaches, Training and Education**

#### **Specified (Article 8 Section 11.3)**

- a) All aspect of overseeing coaches including but not limited to license, clinics, appointment and training
- b) Responsible for Player curricula by age group, player skill contests, skill training advice and player training development
- c) Perform other such duties assigned by the institute.

#### **Proposed Additional Duties 2008/2009**

- d) To set up a training and education committee
- e) To set up a workshop to include parents for coaching children under 4- 7 years
- f) To set up a Football Referee Workshop
- g) To assist in developing the Sports information Centre
- h) Access to email address [coaches @waterloo-tt.com](mailto:coaches@waterloo-tt.com)