**SESA Board of Directors Expectations**

Serving on the SESA Board of Directors is an important and rewarding responsibility. This guide will help inform volunteer leaders of the unique aspects with governing SESA -a not-for profit 501C (3) organization.

*The Board governs….the staff manages.*

*Leadership: Volunteer leaders are responsible for the DIRECTION of the club. The Board governs, develops policy and sets the course for the future of the club*.

Board Responsibilities:

1. Determine and advance the club’s Mission an Vision
2. Select paid CPA and or Attorney
3. Support paid staff including Director of Coaching (DOC), Director of Operations (DOO) and General Manager (GM).
4. Ensure effective organizational planning
5. Ensure adequate resources (funds, time, volunteers, staff, technology etc.)
6. Resource and Financial oversight
7. Determine, monitor and enhance club programs and services
8. Promote SESA’s image
9. Ensure legal and ethical integrity and maintain accountability
10. Recruit and orient new Board of Directors
11. Strategic Planning
12. Serve on committee’s as needed.
13. Maintain confidentiality of organization

**BOARD GOVERNANCE AND SUPPORT**

**Explanation of Board Responsibilities**

Responsibilities of nonprofit boards are of two fundamental types: governance and support. On one hand, the board, acting as the formal representative of the public, governs and provides oversight to the organization’s affairs. At the same time, board members as individuals support the organization by volunteering, raising money, and advising when asked to do so by the board or the paid staff.

**GOVERNANCE**

**The Board acts to GOVERN the organization**, that is, to ensure that the member’s interests are represented within the organization. These governing responsibilities include:

- Determining Mission and Vision, and overall strategies, policies and priorities

-Monitoring program performance and impact

- Overseeing compliance with laws and regulations and fulfillment of contractual obligations

- Safeguarding assets from misuse, and ensuring maximum use of resources

-Financial oversight

- Selecting/monitoring/evaluating and terminating paid staff

- Approving a fundraising strategy and monitoring its effectiveness

-Act as a fiduciary for the organization and thus always do what is in the best interest of the club as a whole even when it may not appear to be in your best interest of your child or children.

**SUPPORT**

The board members—acting as individuals—work to SUPPORT the organization by contributing to the organization’s fundraising success as appropriate to the individual such as making a financial contribution, volunteering at fundraising events, making business contacts for the organization, soliciting cash and non-cash contributions, etc.

- Assisting staff in raising funds

- Acting as ambassadors to the membership on behalf of the organization

- Volunteering and volunteer recruitment

-Be role models for our youth

-Consider making a personal contribution to the Passion for Soccer initiative.

-Be an advocate of the club by sharing our passion to others who may or may not be members.

-Thank donors and partners of the club..

-Actively participate in all meetings and attend all meetings scheduled throughout the year.

-Volunteer to be on Board and Club committees.

**Developing Board Policies**

The Board of Directors, as SESA’s governing body, is entrusted with the authority to establish policy for the governance of the organization. Board policy establishes the parameters and guidelines for board members, committees, and staff.

The purposes of our policies are to:

• Inform every one of board intent, goals and aspirations

• Prevent confusion among board members, staff and the public.

• Promote consistency of board action

• Eliminate the need for instant (crisis) policy making

• Reduce criticism of the board and management

• Improve public relations

• Clarify board member, and staff roles

• Give management a clear direction from the board

Once the Board of Directors officially adopts a new board policy, that policy is the standard for dealing with the subject matter covered by the policy. If an issue comes before the board that is not in line with existing policy, the issue is out of order and will be considered only in terms of policy change.

**Policy requires majority vote by Board**

All policy decisions will be made by majority vote of the board and only at board meetings. Before adopting any policy, all board members will receive a copy of the proposed policy in advance of the meeting at which the vote is to be taken.

**Source of Policy**

Policies may be recommended to the Board of Directors by committees of the board, individual board members or staff. If approved by the board, policies will be written, and included in all copies of the board policy manual being developed.

**Accountability in carrying out Policies**

The Board or staff will be accountable for carrying out these policies, ensuring that all policies are effectively explained to staff and making every reasonable effort to see that they are understood, accepted and complied with.

**Amendment or Suspension of Policy**

All policies will be annually reviewed by the Board of Directors Executive Committee for accuracy and appropriateness, and recommendations will be made to the board for amendment, addition or elimination. Except as otherwise provided by law, any policy of the board may be suspended, repealed, amended, or waived by a majority vote of the board.