



March 17, 2022

Vancouver Youth Soccer Association (VYSA) General Manager Position

VYSA serves around 6000 players in the City of Vancouver. We are looking to hire a part-time General Manager on a contract basis take over administrative functions from a volunteer director and work with and oversee our other contracted staff.

The successful candidate will be able to effectively communicate and manage staff, provide reports to the Board and be fluent in common software applications like MS Office.

Job description

Currently the VYSA has the following positions. Some are paid staff positions, and some are volunteer Board directors. The GM will work with all these positions:

- Chair – volunteer director
- Treasurer – volunteer director
- Secretary–volunteer director
- Bookkeeper – paid staff position
- Referee In Chief (RIC) – paid staff position
- Registrar–paid staff position
- Field scheduler – paid staff position
- District scheduler – paid staff position

Here is how the GM would work with each of these positions.

➤ Support for the District Treasurer

The goal is for the District Treasurer to oversee all aspects of District Finances without actually doing any of the administrative work.

- Review financial statements & coordinate with Treasurer & bookkeeper.
- Coordinate with RIC, Treasurer and Bookkeeper to ensure smooth & efficient district referee payroll process.
- Coordinate all district outbound payments with the bookkeeper & directors authorized to approve payments.
- Coordinate all district club invoicing with the Treasurer, District Registrar, Field Scheduler & bookkeeper.
- Coordinate with Treasurer, Bookkeeper & CPA to produce annual Notice to Reader statements for the annual AGM.

➤ Support District Secretary

- Set up monthly VYSA virtual board meetings via zoom & coordinate the agenda with the District Chair.
- Attend all VYSA virtual meetings and take the minutes. VYSA board meetings are recorded on zoom, making it easy & convenient to take the minutes later. Once official minutes approved by the board, associated zoom recordings to be deleted.
- Coordinate all aspects of the Annual Virtual District AGM.
 - Coordinate & send out the Notice of AGM.
 - Set up the zoom meeting, coordinate eligible attendees and take minutes
 - Coordinate any votes and/or election of directors.

➤ Support District RIC

- RIC produces monthly payroll report for Treasurer & bookkeeper. GM to review and cleanup report, making electronic deposit process simple for the bookkeeper and easy for the Treasurer to oversee without having to do the task him/herself.
- Support RIC with logistics and assistance in setting up district referee development sessions.

➤ Support District Registrar

- District Registrar coordinates with Club Registrars to ensure timely and accurate player registration submissions and handles BC Soccer CRM uploads. District GM would oversee, and support district registrar as needed and report back to the board on any relevant issues.
- District GM to coordinate with District Registrar and Treasurer to ensure accurate Club Invoicing to ensure District receives payments on a timely basis.
- District GM to coordinate with the registrar and Treasurer to ensure on-time BC Soccer registration payments.
- District GM to coordinate with the District Registrar to produce and present timely registration data to the board.

➤ Support District Field Scheduler

- Support and coordinate with District Field Scheduler and District Field Coordinator to ensure all VYSA field permits are renewed, booked new and allocated to the appropriate clubs for BCCSL games, friendlies, district referee clinics or other miscellaneous purposes.
- Coordinate with the Treasurer and bookkeeper to ensure prompt payments to Vancouver Parks Board for all VYSA field permits.
- Once payments to the VPB are completed, coordinate with the Treasurer, Field Scheduler and Field Coordinator to invoice clubs for their field allocations.

➤ Support and coordinate with the District Scheduler and the various club reps to ensure a timely and efficient VYSA in-house scheduling process.

- Support the running of in-house VYSA leagues at U8 to U10

➤ Support the running of U11 and U12 Division 3 leagues.

➤ VYSA Website

- Maintain website and coordinate all content uploads with the board.

Remuneration: \$35, 000 per year. This is a contract position.

Term: Two years (renewable after two years)

If you are interested in this position, please submit a resume and brief cover letter to BBlackall@boughtonlaw.com by March 31.