



GLOUCESTER DRAGONS RECREATIONAL SOCCER

JOB DESCRIPTION

EXECUTIVE DIRECTOR OPERATIONS

Excerpt from GDRS By-Laws, October 2005

ARTICLE 6: DUTIES OF BOARD OF DIRECTORS

The Board of Directors shall conduct the business of GDRS during the periods between general meetings of GDRS and in accordance with the authority granted to it in the rules and regulations of GDRS.

The Board of Directors shall be responsible for the appointment and renewal of appointments of all positions within GDRS except for those positions elected by the Membership of GDRS. This shall include the appointment or revocation of appointment of volunteer and paid positions within GDRS operations.

Executive Director Operations

The Executive Director Operations shall:

- act in the absence of the Chairperson;
 - co-ordinate GDRS soccer operations including scheduling and field allocation and management;
 - oversee program design and development;
 - be responsible for maintenance of the GDRS Handbook;
 - supervise all paid employees and contract staff; and
 - have other powers as assigned by the Board.
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