



MEMO  
ANNUAL GENERAL MEETING

To: Members of Kingston Women's Soccer Club

From: KWSC Board of Directors

Subject: Amendment to Constitution

Date: November 6, 2019

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As previously communicated by our past president the duties of the Board of Directors is consistently changing, and therefore we began a process of reviewing the current positions and assessing whether the position summaries needed to be updated to reflect those changes.

It became apparent that the number of positions that are on the board were being utilized, but due to the changing incumbents throughout the years, the duties did not consistently align. Duties will be updated to reflect current and foreseeable practices. In addition, we are proposing two (2) positional changes.

During the previous position review completed in 2011, it was determined that the current Vice-President would perform the field duties as the incumbent was completing the duties due to the Field Director role vacancy, and the VP also sat on the Kingston Soccer Field Committee. Due to the changing procedure and time consuming nature of procuring fields, we believe it is best recreate the position of Field Director. The Vice-President position will continue to provide vital assistance to the Field Director and continue to focus on the clubs strategic plan regarding fields.

Additionally, we propose the role of Secretary and Communications Officer be combined due to the similar nature of these tasks. Both roles involve communication and notifications to the membership, and by combining the roles, we can streamline the communication and develop consistently in our processes.

Therefore, the restructure will result in the following positions:

- President
- Past President
- Vice President
- Secretary/Communications Officer
- Treasurer
- Registrar/Tier Director
- Scheduler/Statistician
- Discipline Chair
- Field Director

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As a result of the position review of the Board of Directors of KWSC, we are required to make amendments to the Constitution. The changes will be to update the duties outlined under the positions and to recreate the Field Director role and to combine the Secretary and Communications Officer role.

The amended Constitution is being presented to the membership for information and adaptation.