



Sacramento United Soccer Club Director of Membership Duty Statement

The Director of Membership shall manage communication with Club Members, teams and the public, and organize membership events.

Duties Include:

- Maintains sacunited.com website and activity within
- Administers website roles, rights, and accounts
- Composes and organizes website content as directed (programs, news, pictures, documents, links, calendars, etc)
- Programs and monitors registration modules (dates, pricing, and registration parameters)
- Assist with the registration page(s) on the Sac United (SU) web site -open/close/revise.
- Composes and sends general emails to club members (programming, general announcements, weather, meetings, etc)
- Establish new policies and procedures for the club
- Processes registration cancellations, transfers, and refunds
- Enters/Removes and maintains team and/or program roster information
- Answers club members questions regarding registration process, and website/mobile app access
- Provide training to families new to SportsEngine
- Maintain and monitor adherence of the SU Bylaws, Policies and Procedures
- Oversee and maintain SU's Facebook and Instagram Site – general oversight of Social Media Coordinator
- Liaises with SportsEngine for general website and any hosting issues
- Administrates club Google Small Business Account
- Administrates club Gmail accounts and security settings
- Administrates club Square Account
- Communicate with photographers to schedule dates and times for team pictures
- Oversee SU e-commerce store – SpiritWear
- Liaises with Kombat Soccer/Ink for general SpiritWear merchandise purchases
- Develop/Create and maintain a brand strategy that successfully strengthens and elevates SU's identity throughout the Sacramento Region with new merchandise concepts
- Provide membership on-site opportunities to purchase SU merchandise – merchandise tents
- Work with each Group Age Director to collect each player's fee and training payments in a timely manner

- Provide input on organizational matters
- Assist and provide administrative support to Coaching Directors as needed
- General oversight over the club's Directors of Coaching and Coaches
- Attend all Board of Director meetings
- Be available for club tournaments and functions
- Other duties as assigned