**Executive Director
*Jason Elliott*
Primary Duties:**

* Supervise, organize, and implement the operations of OSA under the direction of the

Executive Board

* Build relationships with member clubs through in-person appointments, attendance at member club board meetings, games, events, or direct communication
* Actively seek sponsorships, grants and marketing opportunities that will assist OSA and

its members

* Work with the OSA Treasurer, external Bookkeeper, and external Certified Public

Accountant in producing monthly financial statements, maintaining day-to-day financial

operations, monthly expense reports, yearly budget, yearly tax filings, and any other

financial needs of OSA

* Communicate and include OSA Board Members on issues and decisions pertinent to

their positions

* Responsible for the recruitment, hiring, training, review, and termination of all OSA office staff personnel\*
* Provide yearly work performance reviews of office personnel to the OSA Board of

Directors

* Actively seek and assist in establishing new member clubs
* General weekly staff communications
* Participate in monthly OSA Board meetings and present reports on the activities of the

ED and office operations

* Serve as a non-voting ex-officio member on all OSA boards and committees
* Assist all OSA boards and committees to the best of their ability so that the goals of the

OSA Mission Statement and needs of OSA members are attained

* Inform OSA Board Members of Public Relations opportunities that would enhance the

image of OSA

* Communicate and coordinate with the State Technical Director/Director of Coaching
* Oversee the AGM committee
* Attend and actively engage in State events, Cups, League Matches, ODP Events, specific disciplinary hearings, amongst others

The Executive Director will regularly communicate and work in tandem with all OSA Board Members, when the scope of work dictates.

**Director of Leagues and Competitions
*Paulette Price***

**Primary Duties:**

* Oklahoma State Leagues (OPL/ORL/Academy)
* Oversee registration process
* Oversee communications with teams and club administrators
* Oversee the OPL/ORL/Academy Bracket and Schedule Process
* OPL/ORL/Academy liaison with referee assignors
* Explore ways to continue to grow OPL/ORL/Academy
* Oklahoma State Tournaments
	+ Presidents Cup, ORL State Championship, State Cup
* Explore ways to improve Cups and the player experience
* Southern Regionals/Nationals
* Head of communication for Regional and National events
* Roster management for advancing teams
* Advocate and travel liaison for teams during Regional and National events
* FCL
* Explore ways to grow the League
* Create buy-in among OSA member clubs
* Coordination with 3rd party hotel providers for Cups, Regionals, Nationals, etc.

*The Director of Leagues and Competitions will regularly communicate and work in tandem with the following board positions:*

* *VP Youth*
* *VP Youth Rec*
* *VP Youth Competitive*
* *SRA*
* *District VPs*

**Member Services Coordinator
Rashonda Herron
Primary Duties:**

* Oversee the logistics of the Risk Management Process
	+ SafeSport, Heads Up, Background Checks
* Provide support to the Executive Director, State Director of Coaching, and Director of Leagues and Competitions
* Oversee Disciplinary Procedures
	+ Simple Red Cards
	+ Issues requiring hearings
	+ Appeals hearings
* Oversee the Re-Affiliation and New Season Registration Process
	+ Adult and Youth
* Approve and Process Interstate Permission Forms
* Oversee the formal Release/Transfer Process within the GotSport platform
* Assist in the COI approval process
* Assist with State Leagues and State Cups
	+ Club Passes, OPL/ORL Roster Transfer Forms, All Tournament Teams, Registration, Rosters, vendors, activities, logistics
* Serve as a POC for Club Leadership with any assistance they might need regarding OSA, registration platform, etc.
* Assist with onboarding New Member Clubs
* Management of the Tournament Sanctioning process
* Assist with mass communication that needs to be sent to Club Leadership
* Oversee Adult State Leagues and State Cup

*The Member Service coordinator will regularly communicate and work in tandem with the following board positions:*

* *Risk Management*
* *Games, Discipline, and Appeals*
* *VP Adult*
* *VP Youth*
* *VP Youth Rec*
* *VP Youth Competitive*

**Digital Content Manager (OSA, Oklahoma ODP) – *Future hire*Primary Duties:**

* Content Planning
* Manage deadlines and collaborate with Executive Director, State DOC & staff members
* Create and utilize a content calendar to organize delivery of pieces of content
* Content Strategy Management
* Decide what type of content (website, social media platforms, informational videos, flyers, guides, promotions) that will best reach the target audiences and benefit OSA
* Content Creation
* Create engaging content - Simple clean images or visual assets for social channels and events
* Content Review
* Meticulously review content to ensure its engaging and aligns with the high-quality (premier) standards of OSA
* Content Implementation and Engagement
* Strategically implement content where necessary to reach the target audience and interact with users within the community
* Content Results
* Carefully track content performance and analyze results and impact with goal of enhancing OSA’s online engagement
* General club assistance with social media and communications (if needed)
* Create Monthly Online Publication
* Website Management

*The Digital Content Manager will regularly communicate and work in tandem with the following board positions:*

* *President*
* *Risk Management*
* *VP Adult*
* *VP Youth*
* *VP Youth Rec*
* *VP Youth Competitive*