

Leadership

Board of Directors

The Board of Directors is comprised of 6 individuals. The Lakeville South High School Girls Varsity Head Coach will serve as ex-officio, non-voting member of the Board. All of the Board members are volunteers. The annual election for Board positions is in May/June. Terms are two years, from June to June. Spouses cannot serve on the Board at the same time.

Board Position Job Descriptions

PRESIDENT

The President is responsible for the overall welfare of the Association. Duties include but are not limited to:

- Calling to order and presiding over all meetings of the Board
 - Seeing that all orders and resolutions of the Board are carried into effect
 - Active Management of the business of the Association
 - Executing any legal documents or other instruments pertaining to the business of the Association
 - Organizing coaches' selection and try-out evaluation committees
 - Resolving escalation issues from parents or coaches
 - Observing practices and tournament play of team
 - Assisting with Board functions or Association events as needed
 - Serving as a site coordinator at one of the locations during Cougar Classic
 - Soliciting Sponsorship Donations and Silent Auction Items for Cougar Classic
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Updated 9/20/18

TREASURER

The Treasurer responsible for managing the finances, and financial obligations of the Association. Duties include but are not limited to:

- Keeping accurate financial records
- Endorsing and depositing all monies, drafts, and checks for the Association
- Disbursing funds and issuing checks and drafts as ordered or required
- Providing an account of all transactions and of the financial condition of the Association as requested
- Preparing the books for audit at the end of the fiscal year for review by outside party at Boards request.
- Preparing the budget for presentation and approval by the Board at the annual meeting
- Responsibility for filing all necessary forms as required by government agencies
- Reserving hotel rooms for out of town tournaments –Rochester
- Coordinating activities with the High School girls basketball staff and team
- Assisting with Board functions or Association events as needed.
- Serving as a site coordinator at one of the locations during Cougar Classic
- Soliciting Sponsorship Donations and Silent Auction Items for Cougar Classic

Updated 9/20/18

SECRETARY

The Secretary is responsible for documenting and reporting the information for the Association as well as the Association's website. Duties include but are not limited to:

- Attending all monthly Board meetings and recording the proceedings of such meetings in the minute book
- Providing notice of Board meetings
- Maintaining forms and other records (except financial documents)
- Assisting with Board functions or Association events as needed
- Updating and revising the website as necessary
- Serving as a site coordinator at one of the locations during Cougar Classic
- Soliciting Sponsorship Donations and Silent Auction Items for Cougar Classic
- Assist with communications as requested by Board Members and event and/or even chairperson
- Assist Tournament Chairperson with Volunteer Coordination for Cougar Classic
- Assist Coordinating activities (Tip-Off Night, Adopt a Cougar, Youth Nights, etc.) with the High School program
- Coordinating activities with the High School girls basketball staff and team

Updated 9/20/18

VP/TRAVELING DIRECTOR

The Traveling Director is responsible for all Traveling basketball teams. Duties include but are not limited to:

- Organizing tryouts and posting tryout results with the Secretary's assistance
- Recruiting coaching applicants and participating in the interview and selection process for coaches
- Organizing and participating in the parents meeting and coaches meeting at beginning of season
- Communicating with parents and coaches throughout the season (and off-season as needed)
- Collecting player registration fees and registration forms with Secretary's assistance
- Scheduling, registering and communicating information for tournaments with Treasurer's assistance
- Scheduling and communication information regarding team pictures
- Providing support and direction to coaches and assisting with player development
- Resolving escalation issues from parents or coaches
- Observing practices and tournament play of team
- Creating end of year surveys and presenting results of feedback to Board
- Enforcing policies and procedures of the Association
- Assisting with Board functions or Association events as needed
- Serving as a site coordinator at one of the locations during Cougar Classic
- Soliciting Sponsorship Donation and Silent Auction Items for Cougar Classic

VP/IN HOUSE DIRECTOR

In House Director is responsible for all In-House basketball teams. Duties include but are not limited to:

- Organizing structure of in-house program and forming teams
- Collecting player registrations and program fees
- Recruiting volunteers for coaching
- Communicating with parents and coaches
- Providing tools, support and direction to coaches
- Distributing and collecting equipment
- Observing practices and games
- Scheduling and communicating information regarding team pictures
- Resolving escalation issues from parents or coaches
- Organizing end of season tournament, awards, and trophies
- Enforcing policies and procedures of the Association
- Creating end of year surveys and presenting results of feedback to Board
- Assisting with Board functions or Association events as needed
- Serving as a site coordinator at one of the locations during Cougar Classic
- Soliciting Sponsorship Donations and Silent Auction Items for Cougar Classic
- Coordinate K-8 Camps with Varsity Girls Basketball Coach at Lakeville South
- Coordinate leagues with other associations

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APPAREL/UNIFORM DIRECTOR

The apparel director is responsible for all uniform and apparel ordering, distribution and organization. Duties include but are not limited to:

- Selecting vendors and organizing choices for apparel to sell and uniforms
- Distributing and collecting equipment-includes practice uniforms and coaches kits
- Ordering distributing and/or collecting apparel and uniforms
- Assisting with Board functions or Association events as needed
- Serving as a site coordinator at one of the locations during Cougar Classic
- Soliciting Sponsorship Donations and Silent Auction Items for Cougar Classic [Committee Chair Job Descriptions](#)

Tournament Director: Coordinator, works with Treasurer

The tournament director is responsible for Cougar Classic Tournament. Duties include but are not limited to:

- Creating tournament flyer and sending notification of tournament dates and invitations to approved basketball association contacts
- Reserving facilities for the tournament and setting up
- Scheduling referees, time keepers and score keepers
- Ordering and distribution of trophies/awards to teams
- Game bracketing, creating tournament rules and posting tournament results
- Creating volunteer work schedules for concessions, site supervisors, and admissions
- Soliciting donations and sponsorships

Updated 9/20/18

Website Coordinator

The website coordinator takes direction from the President and VP/Traveling Director. Duties include but are not limited to:

- Maintaining an up-to-date website for LSGBA
- Attend all Board Meetings
- Creates Registrations for In-House and the Traveling program as well as the Traveling Tryout registration.
- Assisting with Board functions or Association events as needed
- Soliciting Sponsorship Donations and Silent Auction Items for Cougar Classic
- Maintains live updates of scores to the LSBGA website during the Cougar Classic
- Archives website documents so they can be accessed in the future as needs may arise.
- Uploads & posts team photographs to the LSGBA website as they are submitted.
- Updates each Traveling team roster when the new teams are created

Scheduling Coordinator

The scheduling coordinator takes direction from the In House and VP/Traveling Directors. Duties include but are not limited to:

- Scheduling all practice times for in house and traveling teams
- Scheduling all open gyms that is needed for entire organization
- Assist in the scheduling of tournaments for entire organization
- Assisting with Board functions or Association events as needed
- Soliciting Sponsorship Donations and Silent Auction Items for Cougar Classic

Training Coordinator

The training coordinator takes direction from the VP/Traveling and In-House Directors and is responsible for the development of players and coaches. Duties include but are not limited to:

- Recruiting coaching applicants and participating in the interview and selection process of coaches
- Scheduling of player clinics and private team trainings with organizations
- Providing tools, support and direction to coaches and assisting with player development
- Scheduling open gym times and providing camp information to players
- Observing practices and tournament play of teams
- Assisting with Board functions or Association events as needed

Concessions Coordinator

The Concessions coordinator takes direction from the Treasurer and Tournament Director. Duties include but are not limited to:

- Scheduling all concession vendors at the Cougar Classic as well as other Tournaments hosted by the LSGBA
- Purchasing food, drink and other supplies for concessions
- Assisting with Board functions or Association events as needed
- Soliciting Sponsorship Donations and Silent Auction Items for Cougar Classic