

Board of Directors Responsibilities for White Bear Lake Lacrosse Association

Updated on 9-18-15

President (1 year position)

3 year commitment, first Vice President, then President, then Past President

1. Preside at all meetings of the Board of Directors.
2. Ensure all administrative and program activities meet the goals and needs of WBLAX.
3. Direct and/or delegate powers and duties to Board Members as needed to insure the goals and needs of the WBLAX are met. The President shall be an ex-officio member of all standing committees.
4. Serve as liaison between WBLAX and White Bear Lake High Schools. Will work with the high school boosters to coordinate youth night and the like.
5. The President or the President's delegate shall represent the Association at all statewide association meetings (YLM, MSLAX, MBSLA or the like that our association is involved with).
6. The President shall give a written and/or oral report of what was accomplished during their term of office at the Annual Meeting and assume the position of Past President after one year.
7. He/she shall coordinate parent information night or assign a delegate to do so.
8. Responsible for forming planning committee for WBLAX Tournament, with input from Board.
9. Responsible for forming planning committee for WBLAX fundraising, with input from the Board.
10. Will be present during the entire tournament to help with set-up, the running of, and tear down of the tournament.

Vice President (1 Year position)

3 year commitment, first VP, then P, then Past President

1. In the absence of the President, assume presidential duties as outlined above.
2. He/she shall learn about the association and be ready to take over as President after one year and past president the year after.
3. Shall initiate sponsorship efforts for the year.
 - Work with Website Coordinator to ensure proper website and internet exposure of all sponsorship efforts.
 - Work with Treasurer to ensure proper collection of monies and timely payment of invoices for sponsorships.
4. Will be in charge of Parent Rookie Night for new parents.
5. Will be present during the entire tournament to help with set-up, the running of, and tear down of the tournament.

Past President (1 Year position)

3 year commitment, first VP, then P, then Past President

1. The president shall assume the office of Past-President after one year.
2. He/she shall help guide the board based upon information gained while serving has Vice President and President over the previous two years.
3. Will be present during the entire tournament to help with set-up, the running of, and tear down of the tournament.

Secretary (2 year, even year)

1. He/she shall attend all meetings of the board and distribute agendas, minutes, schedules, membership lists, etc., as required.
2. Maintain an official document file, including but not limited to the Articles of Incorporation, policy and procedure manual, and by-laws. These documents shall be stored on NGIN.
3. Pick up mail on a regular basis during registration.
4. Responsible for all official notification to board members from Board related activities and the public.

5. He/she shall give all notices as required by the by-laws or resolutions.
6. Ensure the continuation of WBLAX legal status as an organization. Renew annually.
7. Set up and execute all registration for the WBLAX.
8. Construct and distribute up to date registrations to all appropriate parties.
9. Manage and maintain current player rosters, with current US Lacrosse #, for reporting to state associations.
10. Manage and update contractual agreement and relationship with Sports Signup (NGIN).
11. Communicate the registration process to players and parents.
12. Will be present during the entire tournament to help with set-up, the running of, and tear down of the tournament.

Treasurer (2 year, odd year)

1. Report in writing, on a monthly basis, to the Board of Directors, the financial position of the organization.
2. Have custody of all funds of the Association and keep accurate records of receipts and expenditures.
3. Disburse funds on WBLAX accounts as directed by the Board and taking proper vouchers for such disbursements.
4. Be primary conduit to teams on all billing / expense matters.
5. Provide all information to the auditor for tax preparation.
6. He/she is responsible for a preliminary budget of the Association based upon actual numbers from the previous season, to be presented by the November Board meeting. The final budget will be approved by the board at the November meeting.
7. All non-budgeted requested expenditures in excess of \$100.00 must first be submitted to the Treasurer, which will be brought to the Executive Committee prior to submitting for approval of the Board of Directors.
8. The treasurer shall be bonded for the amount of \$10,000.00.
9. Secure storage locker and provide invoice to Treasurer for payment in timely manner.
10. Pick up mail on a regular basis.
11. Will be present during the entire tournament to help with set-up, the running of, and tear down of the tournament.

Boys and Girls Directors (2 years)

Boys elected on even years and girls elected on odd years.

1. Recruit / select quality head and assistant coaches for all youth lacrosse teams.
2. Provide input to practice schedule.
3. Work with coaches to develop a practice routine.
4. Help set up in-house clinics.
5. Coordinate player evaluations and tryouts.
6. Help determine team level of play based on evaluations.
7. Secure indoor field use for spring season and clinics.
8. Maintain all field use permits.
9. Make sure practices are being scheduled by coaches at least two weeks out for all teams and levels.
10. Monitor League game schedules and have coaches modify practice schedule as needed.
11. Schedule try-out times / locations.
12. Insure that all coaches and assistants complete a background check.
13. Facilitate design of new uniforms (jerseys and shorts) for all teams and levels.
14. Secure coach's shirts / hats at the beginning of each season.
15. Have coach's complete end of the season player evaluation when necessary.
16. Will help maintain and update coaches manual and make sure all coaches are aware of what is in it.
17. Will be present during the entire tournament to help with set-up, the running of, and tear down of the tournament.
18. Will be a liaison between the association and the high school varsity coach.
19. Maintain coach's equipment /bags including necessary first aid and practice equipment.
20. Directors shall represent the Association at all statewide association meetings (GNLL, YLM, MSLAX, MBSLA or the like that our association is involved with).

Member-at-Large (2 years)

2 years, alternate even/odd years. Officer-at Large #1 – Odd years, Officer-at Large #1 – Even years

The following responsibilities shall be divided between the two Members-at-Large:

1. He/she shall serve in an advisory capacity and shall perform such duties as assigned by the Executive Committee.
2. Repair or replace unusable equipment as directed by the Board.
3. Set-up goals at start of season; take down goals at end of season.
4. He/she will assist and coordinate the lining of fields.
5. Will be present during the entire tournament to help with set-up, the running of, and tear down of the tournament.

Webmaster/Communications Coordinator (2 years, odd years) (Currently a non-voting member, but waiting to be approved with the adoption of the next set of by-laws.)

1. Maintain a current, updated and vital website.
2. Approve all links, postings of photos, etc. made by Team Managers to website.
3. Manage and update contractual agreement and relationship with Sports Signup (NGIN).
4. Will be present during the entire tournament to help with set-up, the running of, and tear down of the tournament.

Team Manager Coordinator (2 Years, even years) (Currently a non-voting member, but waiting to be approved with the adoption of the next set of by-laws.)

1. Will help coordinate individual team managers.
2. Will be a resource to team managers in fulfilling their tasks and make sure those tasks get accomplished.
3. Will receive a copy of each team's end of the year statement to all parents/guardians of how team fees were spent and check for any discrepancies.
4. Will be responsible for uniform inventory that is distributed and collected from team managers.
5. Collect and return jersey deposits at the beginning and end of each season for all teams and levels from individual team managers.
6. Will present options to the board on who we will order pictures from for our team.
7. Will be present during the entire tournament to help with set-up, the running of, and tear down of the tournament.

Activities to be determined based upon interest and previous knowledge:

-Apparel.

-Work with the treasurer to insure accurate records are being kept and maintained.

-Grants.

Fundraising Coordinator (Non-voting member)

1. Develop and implement, with Board of Directors approval, seasonal fund raising efforts on behalf of the organization.
2. Coordinate the development of communication to players, parents and coaches with regards to fundraising.
3. Develop and manage resources, events and programs to optimize budgetary guidelines for financial gain to the organization.
4. Work with Website Coordinator to ensure proper website and internet exposure of all fundraising efforts.
5. Work with Treasurer to ensure proper collection of monies and timely payment of invoices.
6. Manage and maintain accurate accounting for all fundraising inventory.
7. Initiate and manage all volunteer efforts for fundraising activities while working with the team manager coordinator.