

## **President**

**Goal of Position:** To provide overall direction for and coordination of board activities; to ensure the organization operates in accordance with its by-laws, policies, procedures, and the duties of the St. Anthony Village Sports Boosters

### **Responsibilities:**

- Prepare the agenda for regular board meetings.
- Preside at regular board meetings.
- Call special board meetings as warranted.
- Initiate and direct the development of policies and procedure for board approval.
- Supervise the implementation of all board policies and procedures.
- Act for the board in emergencies if action must be taken before the board can meet (such actions are subject to ratification at the next board meeting)
- Sign official documents on behalf of the board.
- Represent the organization at meetings with other agencies and organizations.
- Assign responsibilities for organizational activities to directors.
- Recruit new members for the Board of Directors.
- Ensure that all board members are performing their assigned/chosen duties.
- Create/Update membership materials to provide to families
- Facilitate new member welcome meetings twice a year
- Reach out to new families during the season to follow up on their experiences and offer support
- Help promote the program at other community events and with Court Club and Schools (Wilshire Park Elementary, SAMS, SAHS)
- Assist during fundraising tournament(s).

**Benefits:** Be part of a successful youth basketball organization in the St Anthony community.