

Hamilton Jr Chargers Lacrosse Open Positions and Descriptions

Board of Director Positions

President:

By-Law definition:

The President shall be the principal Executive Officer of the Board and shall in general supervise and control all business and affairs of the board. The President shall preside at all meetings of the members and of the Board of Directors. The President may sign, with the Secretary and any other proper Officer of the HJCL authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed. In General, the President shall perform all duties incident to the office of the President and such other duties as may be prescribed by the Board of Directors from time to time.

President (in addition to what is stated in the HJCL Bylaws): Serve as the voice of the club. Anything that is not directly covered by other board position. Delegate any issues deemed to be required for club position. Be first line of communication and respond to all MAYLA business.

Vice President:

By-Law definition:

The Vice-President shall have the responsibility for the coaches and their accreditation program, player development and skills programs, and work with all teams related to on-field issues (playing sport of Lacrosse). In addition, the Vice-President shall perform such other duties as from time to time may be assigned by the President or by the Board of Directors.

In the absence of the President or in the event of the Presidents inability or refusal to act, the Vice-President shall perform the duties of the President and when so acting, shall have all the powers of and be subject to all restrictions upon the President and when so acting, shall have all the powers of and be subject to all restrictions upon the President.

Vice President (in addition to what is stated in the HJCL Bylaws):

- Perform duties of the President in their absence
- Perform such other duties as designated by the President
- Serve as an alternate in attendance at committee meetings
- Report to the President
- Keep track of all Coach Certifications and districting issues

Treasurer:

By-Law definition:

The treasurer shall have charge and custody of and be responsible for all funds and securities of the HJCL: receive and give receipts for monies due and payable to the HJCL from any source whatsoever and deposit all such monies in the name of the HJCL in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of the By-laws; and in general perform all the duties incident to the office of the Treasurer and such duties as from time to time may be assigned to the Treasurer by the President or by the Board of Directors.

Treasurer (in addition to what is outlined in the HJCL Bylaws):

- Oversee the financial administration of HJCL, review procedures and financial reporting, advise the board on financial strategy
- Oversee the HJCL bookkeeping
- Deposit all monies or other valuable effects in the name and to the credit of LCL in such bank accounts as may from time to time be designated by the Board
- Maintain signing authority
- Present financial statements to the HJCL BOD at board meetings
- Present a financial report at the Annual Meeting
- Provide suggestions to the Board on financial matters associated with current budget and comparisons to budget
- Chair the Financial Committee which prepares the annual budget
- Provide all Ref payments for games

Report to the President

Secretary:

By-Law definition:

The Secretary of the HJCL shall keep the minutes of the meetings of the members and of the Board of Directors: Sees that all notices are duly given in accordance with the provisions of these by-laws or as required by law; be custodian of the corporate records; keep a register of the post office addresses of each member which shall be furnished by the Secretary by such members; and in general perform all duties incident to the office of the Secretary and such other duties as from time to time may be assigned to the Secretary by the President or by the Board of Directors.

Secretary (in addition to what is outlined in the HJCL Bylaws):

Keep track of all records for club and send out communications for club matters

Boys Director:

By-Law definition:

The Boys Director shall be advocate for their specified teams per boys divisions to the Board of Directors and the liaison between the board and members for the specific teams; shall coordinate with all teams at each level for boys divisions, and settle disputes as required between members and coaches, as necessary: and in general perform all duties incident to the office of the Boys director, and such other duties as from time to time may be assigned to the boys director by the President or by the board of directors.

- Provide HJCL with any ideas for furthering boys' youth teams
- Communicate pertinent information to boys' youth team coaches
- Schedule and hold an annual pre-season meeting with all boys' youth coaches to review any issues, concerns, changes and rules for the upcoming season
- Have mid-season contact or communication with boys' youth team coaches
- Schedule and hold a post-season meeting with all boys' youth coaches to review any issues, concerns or changes in preparation for the next season

Other duties include:

- Schedule early season indoor practice and communicate that to families
- Review and proof draft schedule received from MAYLA.
- Post final schedule to the HJCL website
- Present information regarding the boys' program at new player/family information meetings
- Present information regarding program expectations and sportsmanship at the annual parent pre-season meeting
- Ascertain that game fields are lined correctly and prior to games. Provide field lining training to volunteers.
- Have knowledge of field conditions (visit to field when necessary) and determine when fields are deemed unplayable, communicating this information to the families, coaches, opposing coaches, officials and HJCL Board
- Stay abreast of weather forecast to determine when practices must be canceled and communicate to families, coaches and HJCL Board
- Attend all MAYLA coaches' meetings
- Participate in the MAYLA post-season survey
- Maintain a list of all coaches, including contact info, team, and certification
- Provide information to new coaches regarding US Lacrosse, level 1 certification
- Determine the placement of head and assistant coaches, per HJCL guidelines
- Oversee player evaluations and team placements
- Provide final coach and team rosters to families and HJCL Board

Boys Director (in addition to what is outlined in the HJCL Bylaws):

- Attend to all HJCL Boys teams concerns
- Attend all pre-season Boys MAYLA Boys meetings

Girls Director:

By-Law definition:

The Girls Director shall be advocate for their specified teams per boys divisions to the Board of Directors and the liaison between the board and members for the specific teams; shall coordinate with all teams at each level for girls divisions, and settle disputes as required between members and coaches, as necessary: and in general perform all duties incident to the office of the Girls director, and such other duties as from time to time may be assigned to the boys director by the President or by the board of directors.

- Provide HJCL with any ideas for furthering girls' youth teams
- Communicate pertinent information to girls' youth team coaches
- Schedule and hold an annual pre-season meeting with all girls' youth coaches to review any issues, concerns, changes and rules for the upcoming season
- Have mid-season contact or communication with girls' youth team coaches
- Schedule and hold a post-season meeting with all girls' youth coaches to review any issues, concerns or changes in preparation for the next season

Other duties include:

- Schedule early season indoor practice and communicate that to families
- Review and proof draft schedule received from MAYLA.
- Post final schedule to the HJCL website
- Present information regarding the girls' program at new player/family information meetings
- Present information regarding program expectations and sportsmanship at the annual parent pre-season meeting
- Ascertain that game fields are lined correctly and prior to games. Provide field lining training to volunteers.
- Have knowledge of field conditions (visit to field when necessary) and determine when fields are deemed unplayable, communicating this information to the families, coaches, opposing coaches, officials and HJCL Board
- Stay abreast of weather forecast to determine when practices must be canceled and communicate to families, coaches and HJCL Board
- Attend all MAYLA coaches' meetings
- Participate in the MAYLA post-season survey
- Maintain a list of all coaches, including contact info, team, and certification
- Provide information to new coaches regarding US Lacrosse, level 1 certification
- Determine the placement of head and assistant coaches, per HJCL guidelines
- Oversee player evaluations and team placements
- Provide final coach and team rosters to families and HJCL Board

Girls Director (in addition to what is outlined in the HJCL Bylaws):

- Attend to all HJCL Girls teams concerns
- Attend all pre-season Boys MAYLA Girls meetings

Fundraising and Marketing Director:

By-Law definition:

The Fundraising and Marketing Director shall have the responsibility for the fundraising, coordination with the HJCL Registrar, Manager Coordinator and other parties performing functions for the HJCL that are off-field issues (related to, but not playing the sport of Lacrosse), In addition, the Marketing Director shall perform such other duties as from time to time may be assigned by the President or by the Board of Directors.

In absence of the President and the Vice-President or in the event of the President's and Vice-Presidents inability or refusal to act, the Marketing Director shall perform the duties of the President and when so acting, shall have all the powers of and be subject to all restrictions upon the President and when so acting, shall have all the powers of and be subject to all restrictions of the President.

Fundraising and Marketing Director (in addition to what is outlined in the HJCL Bylaws):

- Organize parades and other club marketing initiatives
- Create and propose new ways of marketing the club into new areas and school districts
- Handle all sponsorship and donations matters

Volunteer Director:

By-Law definition:

The volunteer Director of the HJCL shall design, plan and direct a volunteer program to augment the services of the regular HJCL staff. The volunteer director shall keep record of all volunteer activities of the HJCL membership per fiscal year and report records to the Treasurer in accordance with HJCL volunteer policy. In addition, the Volunteer Director shall coordinate and direct all volunteer activities to be completed by HJCL members at all HJCL functions and events.

- Promote HJCL to local media representatives
- Promote HJCL within the community
- Develop all promotional materials and announcements regarding registration and other events/information to be distributed to media, schools, and community

Establish a committee of school liaisons for each school represented in HJCL in order to disseminate information

Volunteer Director (in addition to what is outlined in the HJCL Bylaws):

- Organize all volunteer activities and post opportunities for the members as required
- Coordinate and organize all club activities with sponsors and donors
- Post all DIBS on Website and keep record of members volunteer activities
- Coordinate the refunds for volunteer fees when met per HJCL policy

Other Non Board Positions

At-Large Members (2 positions)

- Attend all Board Meetings
- Assist other Directors or on special projects as needed
- Perform such other duties as designated by the President

Equipment and Field Manager:

- Purchase all material for field lining
- Line fields as needed per weather and game schedule
- Coordinate and run all field lining events (First line)
- Manage field lining equipment and required supplies
- Prep field lining equipment for off season storage

Uniform Coordinator:

- Coordinate all uniform fittings and ordering
- Keep records and manage Pinny supply
- Manage all uniform ordering and present costs to Financial Director
- Distribute all uniforms to players
- Manage all Uniform issues

Webmaster/Communications:

- Keep all website matters up to date and post all information and policy
- Send out any club communications

Spirit Wear Coordinator:

- Set up Spirit wear sales and ordering
- Monitor and coordinate any special Spirit wear orders