

SAMPLE BOARD JOB DESCRIPTIONS

Executive Board

President *Past and Incoming Presidents (Optional and same job description as President and VP)

Leadership

- Uphold the mission and vision of the organization.
- Drive the implementation of the organization initiatives.
- Lead the Budget process, engaging and understanding the needs of all participants, delivering an annual budget plan preferably a year from the start of the season.
- Lead the Board of Directors (BOD).
- Always represent the organization in an appropriate manner during tenure of service.

Communication

- Serve as the primary contact to board members and committee chairs.
- Agree to communicate with all in a timely and professional manner.
- Provide timely, responsive assistance to all constituents.
- Lead the development of a communication plan to parents, players, coaches and volunteers.
- Communicate all correspondence to the board in a timely and effective manner.
- Lead BOD meetings, providing agendas beforehand and meeting minutes in a timely manner.

Fiscal Responsibility

- Create and submit an annual budget.
- Ensure that the organization financials are updated and reviewed at each BOD meeting.
- Apply for additional grant funding as needed

Governance

- Understand and adopt the By-Laws of the organization.
- Agree to have no conflicts of interest of any kind and at any time during tenure of service (each executive board member is required to sign a Conflict of Interest form prior to tenure)
- Preside over all meetings and calls.
- Ensure the organization has submitted all documents by the due dates.
- Establish and implement a nominating process that is designed to achieve broad representation on the board of directors.
- Identify through the nominating process individuals to serve on the board of directors and committees with the necessary skill, passion, and engagement to enable the organization to fulfill its duties and responsibilities to parents, players, coaches, and volunteers.

- Develop and implement a succession plan for the next president that provides the incoming president with at least one year of service as vice president before becoming president.

Vice President

- Have general knowledge of organization operations.
- Preside over all meetings and calls when the President cannot be present.
- Take over the responsibilities of the president when necessary.
- Ensure the organization is always following government requirements.
- Assist in delegating specific responsibilities to board members to ensure activity.

Secretary

- Draft agenda for meetings and calls based on organizational activities.
- Inform US Lacrosse, parents, coaches, players, and volunteers of any board member changes.
- Coordinate meetings and calls alongside the president.
- Take minutes of all meetings and calls and send to the website coordinator to post on the organization website.
- Assist with compliance paperwork.
- Keep an updated list of board members (board roster) with contact information.
- Keep a record of the bylaws and any other historical documents.

Treasurer

- Ideally the treasurer should be, by profession, a CPA. If not, then an individual who has great familiarity with financial and tax matters.
- Submit Quarterly financials to Assist the board in keeping to a calendar fiscal year (Jan 1 – Dec 31).
- Must be prepared to produce financial statements, including an income statement and a balance sheet, in a format that accurately reflects the operations of the organization.
- Reconcile the bank or bank accounts of the organization monthly.
- Prepare the tax returns, both federal and, as required, local tax returns on an annual basis.
- Abide by all non-profit regulations for bookkeeping, filing and financial procedures.

Potential Board Positions

Coaching Education Coordinator or Coaching Director

- Monitor USA Lacrosse coach requirements via Program Leader Portal, ensuring that all baseline requirements are met as well as additional requirements per the league.
- Help with recruitment of coaches.
- Understand how to access all training resources available from USA Lacrosse.

Officials Liaison – one for women's game and one for men's game

- Promote USAL's Officials Education & Training Program throughout the area and make use of USAL resources in the recruitment and training of officials.
- Work in conjunction with the Local Officials Organization to facilitate training.
- Become a conduit for communicating information for the Officials Organizations to the constituents in the area.

Diversity Representative

- Support Diversity Representative relationships with local multi-sport organizations (such as YMCAs, Boys and Girls Clubs, etc) introduce them to Flex6, help to share USAL coach education resources.
- Introduce USAL PE Curriculum and training into local schools.
- Ensure inclusion is an overarching initiative of the organization.
- Create diversity program ideas and present them to the board.
- Work with USAL Regional Manager to learn about most current resources available from USA Lacrosse.

Marketing/Fundraising Coordinator

- Provide board with fundraising and sponsorship totals and planned drives.
- Work with executive board to establish annual fundraising and sponsorship goals.
- Develop and implement fundraising/sponsorship initiatives.
- Coordinate with USAL Regional Manager for marketing giveaway needs.
- Coordinate tent, booth or table set-ups at complementary sports events, ie field hockey, football, basketball.
- Create relationships with local college, post-collegiate and professional teams.
- Develop local sponsorships and media relations for events, programs & initiatives.

Communications, Social Media & Website Manager

- Serve as the primary contact for social media sites and web content related updates, inquiries & changes.
- Responsible for keeping all website information up to date.
- Responsible for keeping all social media accounts up to date.
- Specifically post meeting dates, agendas and minutes for members.
- Assist with blast emails and electronic correspondence when applicable.
- Provide the board with reports on website traffic.
- Work with USAL Regional Manager to provide input for local stories.

Age Group Coordinator

- Recruit parent volunteers and coaches for each of your teams
- Host a volunteer meeting.
- Conduct player evaluations.
- Finalize team rosters.

Registrar

- Set up registrations for all participation opportunities.
- Set up coach registrations.
- Ensure that there is a process in place for verifying USA Lacrosse memberships through the end of each playing season.

Field Manager and Scheduler

- Secure Field space for the season
- Schedule all activities on the fields

Equipment Manager

- Determine equipment needs for all aspects of the program throughout the year
- Maintain a complete inventory of all Program equipment and be responsible for the purchase, repair, storage, disbursement, and collection of these items.
- Equipment may include: first aid supplies and kits, lacrosse goals/nets, field storage bins, score tables and required field equipment, lacrosse balls, goalie protective

equipment, lacrosse sticks (goalie & long poles), helmets for girls goalies and all loaner equipment.

- Timeline: Collection of gear bags (May/June), inventory/repair/purchasing (summer/fall), disbursement (January), distribution of game supplies (February), plus some ongoing maintenance.
- Attends board meetings, as necessary.

Uniform Coordinator

- Determining uniform and jersey needs for the program and ensuring each team is properly uniformed.
- Maintain a complete inventory of all uniforms and be responsible for the purchase, storage, disbursement, and collection of these items.
- Timeline: Collection (May/June), disbursement (January), inventory and purchasing (summer/fall)
- Attends board meetings, as necessary.

Administrator/Executive Director

- Some organizations have this position do all the above in a stipended capacity.

IRS Specialist & Legal Counsel

- **IRS** – Assist the organization treasurer with file and document preparations. Any requirement of an organization treasurer to file a 990 or more will require the guidance of a professional if the treasurer is not a tax specialist or certified CPA. If possible, this work should be made available to the organization pro bono.
- **Legal Counsel** – Assist the organization with legal issues. In the event there is an issue, the board should confer as to whether their legal advisor or potential mediator should be a non-partisan third party and non-board member. If possible, this work should be made available to the organization pro bono.