

Responsibilities of Board Positions

This is a summary of key responsibilities for each Board Positions; the positions may also have ad hoc committees that will be served on ad needed basis:

President: Coordinates and leads all meetings; an ex-officio member of all committees; oversees the work of all Board members to ensure that they are properly fulfilling their responsibilities; presides over all meetings of the general membership and the meetings of the Board of Directors; appoints Board members to Standing Committees and acts as the official spokesperson for the Club. May also need to attend meetings with school officials during regular school hours regarding club business.

Vice-President: Presides in absence of President at all meetings, coordinates HS & MS fall ball, fall tournaments, winter coordinating, summer league program, pictures, senior night and end of year banquet; as well as lead ad hoc committee when committee chairs aren't available.

Operations Director: The organization point of contact for interfacing with Pine-Richland School District Athletics office to schedule gyms/fields for each season; uniform and equipment procurement for players and coaches. Will need to have access to computer during afternoon hours for rescheduling of games and field access.

Fundraising Director: Coordinates all fundraising activities of the organization –Concessions, Spirit wear, Boathouse Sale, Wreath Sale, Program Book, clinic, annual Fundraiser (e.g. Ladies Night).

Registration Director: Coordinates all registration materials as well as schedules registration of players; compiles grade and team rosters, handles 2 different prepaid raffle tickets, collects and track all payment information on players and acts as a custodian of all registration materials for each season.

Secretary: Records, distributes and presents minutes from Board meetings, works with the President to schedule Board meetings and set the agenda; maintains custody of all PRHSBL by-laws and all other records of the Club, handles all official correspondence and serves as head of the coaching committee.

Treasurer: Keeps a complete record of the Club's income and expenditures; receives and accounts for all monies in the Club; pays all bills incurred; prepares and presents a financial report at all monthly meetings; prepares and presents annual financial reports and proposed budget at September meeting of the Board of Directors for its review and approval; prepares a final report at the end of the fiscal year for IRS related documents

Communications Director: Maintains the organization's website; advertises pertinent Club issues. Will be responsible for mass communications to entire club.

Team Liaison Director: Responsible for recruiting, training and coordinating Team Manager Liaison for each team. Team Manager Liaison will be chosen after teams are formed. Main contact between to the coaches on parents concerns. However, a Member of the Board may also serve as a Team Manager Liaison.