

## Leadership

### Board of Directors

The Board of Directors consists of six individuals. The Lakeville South High School Girls Varsity Head Coach will serve as an ex-officio, non-voting member of the Board. All of the Board members are volunteers. The annual election for Board positions is in May/June. Terms are two years, from June to June. Spouses cannot serve on the Board at the same time.

### Board Position Job Descriptions

#### **PRESIDENT**

The President is responsible for the overall welfare of the Association. Duties include but are not limited to:

- Calling to order and presiding over all meetings of the Board
- Seeing that all orders and resolutions of the Board are carried into effect
- Active Management of the business of the Association
- Executing any legal documents or other instruments pertaining to the business of the Association
- Organizing coaches' selection and try-out evaluation committees
- Resolving escalation issues from parents or coaches
- Observing practices and tournament play of team
- Assisting with Board functions or Association events as needed
- Serving as a site coordinator at one of the locations during Cougar Classic
- Soliciting Sponsorship Donations and Silent Auction Items for Cougar Classic

#### **TREASURER**

The Treasurer responsible for managing the finances, and financial obligations of the Association. Duties include but are not limited to:

- Keeping accurate financial records
- Endorsing and depositing all monies, drafts, and checks for the Association
- Disbursing funds and issuing checks and drafts as ordered or required
- Providing an account of all transactions and of the financial condition of the Association as requested
- Preparing the books for audit at the end of the fiscal year for review by an outside party at Board's request.
- Preparing the budget for presentation and approval by the Board at the annual meeting
- Responsibility for filing all necessary forms as required by government agencies
- Reserving hotel rooms for out of town tournaments –Rochester
- Coordinating activities with the High School girls basketball staff and team
- Assisting with Board functions or Association events as needed.
- Serving as a site coordinator at one of the locations during Cougar Classic
- Soliciting Sponsorship Donations and Silent Auction Items for Cougar Classic

## **VP/SECRETARY**

The Secretary is responsible for documenting and reporting the information for the Association as well as the Association's website. Duties include but are not limited to:

- Attending all monthly Board meetings and recording the proceedings of such meetings in the minute book
- Providing notice of Board meetings
- Maintaining forms and other records (except financial documents)
- Assisting with Board functions or Association events as needed
- Updating and revising the website as necessary
- Serving as a site coordinator at one of the locations during Cougar Classic
- Soliciting Sponsorship Donations and Silent Auction Items for Cougar Classic
- Assist with communications as requested by Board Members and event and/or even chairperson
- Assist Tournament Chairperson with Volunteer Coordination for Cougar Classic
- Assist Coordinating activities (Tip-Off Night, Adopt a Cougar, Youth Nights, etc.) with the High School program
- Coordinating activities with the High School girls basketball staff and team

## **VP/TRAVELING DIRECTOR**

The Traveling Director is responsible for all Traveling basketball teams. Duties include but are not limited to:

- Organizing tryouts and posting tryout results with Secretary's assistance
- Recruiting coaching applicants and participating in the interview and selection process for coaches
- Organizing and participating in the parents meeting and coaches meeting at beginning of season
- Communicating with parents and coaches throughout the season (and off-season as needed)
- Collecting player registration fees and registration forms with Secretary's assistance
- Scheduling, registering and communicating information for tournaments with Treasurer's assistance
- Scheduling and communication information regarding team pictures
- Providing support and direction to coaches and assisting with player development
- Resolving escalation issues from parents or coaches
- Observing practices and tournament play of team
- Creating end of year surveys and presenting results of feedback to Board
- Enforcing policies and procedures of the Association
- Assisting with Board functions or Association events as needed
- Serving as a site coordinator at one of the locations during Cougar Classic
- Soliciting Sponsorship Donation and Silent Auction Items for Cougar Classic

## **VP/IN HOUSE DIRECTOR**

In House Director is responsible for all In-House basketball teams. Duties include but are not limited to:

- Organizing structure of in-house program and forming teams
- Collecting player registrations and program fees
- Recruiting volunteers for coaching
- Communicating with parents and coaches
- Providing tools, support and direction to coaches
- Distributing and collecting equipment
- Observing practices and games
- Scheduling and communicating information regarding team pictures
- Resolving escalation issues from parents or coaches
- Organizing end of season tournament, awards, and trophies
- Enforcing policies and procedures of the Association
- Creating end of year surveys and presenting results of feedback to Board
- Assisting with Board functions or Association events as needed
- Serving as a site coordinator at one of the locations during Cougar Classic
- Soliciting Sponsorship Donations and Silent Auction Items for Cougar Classic
- Coordinate K-8 Camps with Varsity Girls Basketball Coach at Lakeville South
- Coordinate leagues with other associations

## **APPAREL/UNIFORM DIRECTOR**

The apparel director is responsible for all uniform and apparel ordering, distribution and organization. Duties include but are not limited to:

- Selecting vendors and organizing choices for apparel to sell and uniforms
- Distributing and collecting equipment-includes practice uniforms and coaches kits
- Ordering distributing and/or collecting apparel and uniforms
- Assisting with Board functions or Association events as needed
- Serving as a site coordinator at one of the locations during Cougar Classic
- Soliciting Sponsorship Donations and Silent Auction Items for Cougar Classic

## **Committee Chair Job Descriptions**

### **Tournament Director: Coordinator, works with Treasurer**

The tournament director is responsible for the Cougar Classic Tournament. Duties include but are not limited to:

- Creating tournament flyer and sending notification of tournament dates and invitations to approved basketball association contacts
- Reserving facilities for the tournament and setting up
- Scheduling referees, timekeepers and score keepers
- Ordering and distribution of trophies/awards to teams
- Game bracketing, creating tournament rules and posting tournament results
- Creating volunteer work schedules for concessions, site supervisors, and admissions
- Soliciting donations and sponsorships

### **Website Coordinator**

The website coordinator takes direction from the President and VP/Traveling Director. Duties include but are not limited to:

- Maintaining an up-to-date website for LSGBA
- Creates Registrations for In-House and the Traveling program as well as the Traveling Tryout registration.
- Assisting with Board functions or Association events as needed
- Soliciting Sponsorship Donations and Silent Auction Items for Cougar Classic
- Maintains live updates of scores to the LSGBA website during the Cougar Classic
- Archives website documents so they can be accessed in the future as needs may arise.
- Uploads & posts team photographs to the LSGBA website as they are submitted.
- Updates each Traveling team roster when the new teams are created

### **Event Coordinator**

The volunteer / team building coordinator takes direction from the President, VP/Traveling Director, and VP/In House Director. Duties include but are not limited to:

- Coordinating volunteer opportunities at the Cougar Classic and other tournaments sponsored by the LSGBA.
- Coordinating volunteer opportunities for teams to give back to the community.
- Assisting with Board functions or Association events as needed.

### **Social Media Coordinator**

The social / volunteer coordinator takes direction from the President, VP/Traveling Director, and VP/In House Director. Duties include but are not limited to:

- Posting updates to LSGBA social media sites.
- Works with Website Coordinator to ensure messaging is consistent.
- Coordinating volunteer opportunities at the Cougar Classic and other tournaments sponsored by the LSGBA.
- Assisting with Board functions or Association events as needed.

### **Scheduling Coordinator**

The scheduling coordinator takes direction from the In House and VP/Traveling Directors. Duties include but are not limited to:

- Scheduling all practice times for in house and traveling teams
- Scheduling all open gyms that is needed for entire organization
- Assist in the scheduling of tournaments for entire organization
- Assisting with Board functions or Association events as needed
- Soliciting Sponsorship Donations and Silent Auction Items for Cougar Classic

**Training Coordinator**

The training coordinator takes direction from the VP/Traveling and In-House Directors and is responsible for the development of players and coaches. Duties include but are not limited to:

- Recruiting coaching applicants and participating in the interview and selection process of coaches
- Scheduling of player clinics and private team trainings with organizations
- Providing tools, support and direction to coaches and assisting with player development
- Scheduling open gym times and providing camp information to players
- Observing practices and tournament play of teams
- Assisting with Board functions or Association events as needed

**Concessions Coordinator**

The Concessions coordinator takes direction from the Treasurer and Tournament Director.

Duties include but are not limited to:

- Scheduling all concession vendors at the Cougar Classic as well as other Tournaments hosted by the LSGBA
- Purchasing food, drink and other supplies for concessions
- Assisting with Board functions or Association events as needed
- Soliciting Sponsorship Donations and Silent Auction Items for Cougar Classic