

Buffalo Bison Girls Basketball Boosters Board Job Descriptions

President of the Board

- organizes and manages all board meetings
- coordinates all board members/officers
- oversees all events and operations
- main liaison between Board and varsity coach

Vice President of the Board

- assists President in overseeing all events and operations
- serves as liaison between board members and President when necessary
- assists all board members with operations/management

Secretary of the Board

- attends all meetings and provides written account of previous meetings for Board review
- possesses all legal documents involving the Board, such as insurance documents, coach appraisals, coach background checks, minutes from all meetings that year, copy of the by-laws, etc.

Treasurer of the Board

- organizes and manages all financial distribution pertaining to the Board
- possesses the Board checkbook, credit cards, bank statements, etc.
- responsible for paying all bills associated with Board operations
- provides periodic written account of financial distribution for Board review at meetings

Director of Player and Personnel Development

- oversees the traveling program to ensure all coaches and players in the program are abiding by the doctrines set forth in the by-laws and established program philosophies
- periodically monitors practices to ensure coaches are adhering to program philosophies, practices are being run efficiently and effectively, and players are developing accordingly
- manages prospective coach interviews, coach dismissals, and coach training when necessary
- participates in coaching clinics and player clinics

Equipment/Uniform Coordinator

- organizes all uniforms for all teams in the traveling program
- organizes distribution and maintenance of all equipment shared among the teams in the traveling program
- orders all new uniforms and equipment requested and approved by the Board
- ensures proper storage of all such equipment and uniforms during the offseason

- responsible for education of players/coaches/parents of proper maintenance of equipment and uniforms

Facilities Director

- organizes practice locations for all traveling teams throughout the season
- acts as liaison between Board/coaches and facilities coordinator for the Buffalo School District
- notifies the schools' facilities coordinator regarding practice cancellations as well so the Board does not get billed for absent gym time
- organizes facility procurement for any special events promoted by the Board each year

Director of Concessions

- is in charge of concessions for all events and tournaments hosted by the Board, such as MYAS/MSFD state tournaments
- helps other officers as necessary to supply food/beverage for other events

Work Coordinator

- works with the President and Vice President to recruit and manage the volunteers of the tournaments hosted by the Board, specifically the MYAS/MSF tournaments as well as the 3-on-3 tournament
- works with the other officers, such as Activities Coordinator, Concessions Director, Tournament Director, etc. to help facilitate the organization of these tournaments
- is responsible for ensuring all parents have volunteered the proper amount of time as well as management of the monies involved