

McGee's Crossroads Athletic Association

www.gomcaa.com

All active MCAA Board members, Executive or otherwise, must conform to the member responsibilities contained herein.

Statement of Individual MCAA Board Member Responsibilities

Each MCAA board member must know the organization's mission, purposes, goals, policies, programs, strengths and services.

Although an unpaid volunteer, each board member must:

- Be active
- Receive no material profit
- Avoid conflicts of interests
- Exercise fiscal responsibility
- Comply with applicable government regulations
- Be accountable
- Engage in fundraising

Be Active

Attend meetings

- Prepare for and participate in board and committee meetings, including appropriate organizational activities
- Ask timely and substantive questions at board and committee meetings consistent with their conscience and convictions, while supporting the majority decision on issues decided by the board.
- Maintain confidentiality of the board's executive sessions, and represent the board or organization only when authorized to do so.
- Suggest agenda items periodically for board and committee meetings to ensure that significant policy-related matters are addressed.
- Serve in leadership positions or undertake special assignments, such as committee work, willingly and enthusiastically when asked
- Follow trends in the organization's field of interest.
- Absence from meetings and inactivity do not excuse you from legal responsibility.

Receive no material profit

Serving as a board member of a nonprofit corporation like the MCAA is not very different from serving as the board member of a for-profit business. The main difference between the two types of businesses is that:

- a company that operates for-profit distributes its earnings back to the owner, owners, or the shareholders (who are also owners)
- a nonprofit corporation is prohibited from distributing any part of the money it makes to those who control its activities - the directors, officers, or members.

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- Board members can receive reimbursement only for reasonable expenses and costs incurred in carrying out their board responsibilities.

Avoid conflicts of interests

Serve the organization as a whole rather than any special interest group or constituency.

Avoid even the appearance of a conflict of interest that might embarrass the board or the organization, and disclose any possible conflicts to the board in a timely fashion.

Avoid transactions with the organization where you have a personal or business interest beyond your interest as a board member. In the rare instance where it is in the best interests of the organization to deal with you, you should make a full disclosure to the board of all the circumstances involved in the transaction, to be sure that the transaction is fair to the organization, refrain from voting on the transaction as a board member, and not be counted in determining the existence of a board quorum. This restriction also applies to your relatives, business associates, and friends.

Not all conflicts of interest involve immediate financial remuneration. Some conflicts may stem from other activities, such as pending lawsuits or litigation to which you are a party and may gain financially, as well as any personal situations that may be construed as financially self-serving by the Board, the Membership, or the general public.

In all matters of interest to the organization, you must put its interests ahead of your own. If an opportunity related to its purposes comes to you either as a board member or otherwise, you must make it available to the organization before you take it for yourself or another entity.

Maintain independence and objectivity and do what a sense of fairness, ethics, and personal integrity dictate even though not necessarily obliged to do so by law, regulation, or custom.

Never accept (or offer) favors or gifts from (or to) anyone who does business with the organization.

Exercise fiscal responsibility

Exercise prudence with the board in control and transfer of funds.

Faithfully read and understand the organization's financial statements and otherwise help the board fulfill its fiduciary responsibility.

Comply with applicable government regulations

A number of local, state, and federal laws and regulations apply to charitable corporations. As a board member, you are responsible for assuring that the corporation complies with these requirements.

Be accountable

As a board member you have a duty to care for the organization's affairs in good faith and with at least that degree of diligence, care, and skill which ordinarily prudent people would exercise under similar circumstances in like positions. Your good faith is not enough.

Board members must act with knowledge and after adequate deliberation. Board members can be held personally liable by third parties injured by actions of the organization.

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Engage in fundraising

Assist in implementing fundraising strategies through personal influence with others, such as corporations, individuals, and foundations.

Executive Board – President, Vice President, Secretary, Treasurer.

President

- Provide leadership and vision for overall activity of the organization.
- Lead monthly board meetings.
- Ensure communication between committees is fluid and ongoing.
- Ensure committees are planning appropriately and that committee timelines and budgets are being met.
- Ensure all committee directives are in line with the organization's mission statement.
- Ensure that every effort and every alternative option is exhausted prior to motion passage.

Vice-President

- Act as President in his/her stead.
- Lead projects as needed or as directed by the President or board.

Secretary

- Record all board meeting minutes.
- File/upload meeting minutes in softcopy to e-group folders for public viewing.
- At each meeting, read and submit prior meeting minutes for review and approval by the board.
- Be responsible for the distribution of all press releases, organizational announcements (i.e. registrations, fundraisers, community awareness items).

Treasurer

- Account for and report all monetary transactions including debits and credits as they apply to each committee fund.
- Be responsible for deposits, transfers and all check-writing activity.
- Reconcile and report monthly.
- Alert board of status and trends and/or any questionable activity.

Committees

Sports Committee Chair

- Propose, create, and communicate a committee calendar and budget.
- Lead committee meetings.
- Report progress, plans, issues, and make motions as they directly affect their respective committee.
- Schedule and coordinate registration, drafts/try-outs, pictures, trophies, practice and game schedules and sponsor money and signage for their respective committees.
- Be responsible for accurate submission of registration numbers and team formation as per the draft rules within the by-laws.

Finance Committee

- Research/motion fundraising opportunities.
- Approve/disapprove suggested fundraising opportunities from outside the finance Committee
- Determine the best return on investment including fiscal and public opinion.
- Provide justification for each fundraising activity, be it a singular goal, piece of equipment or a broader program-wide endeavor.
- Grant Writing: research, promote and motion for submission of grant applications.
- Approve/disapprove monthly Treasurer's reports.
- Approve/disapprove projected sports committee budgets.
- Comment, correct final budgeted season results.

Concession Committee

- Manage and maintain all food and beverage services and supplies provided by the MCAA.
- Ensure availability of concession and rest room facilities for all games.
- Make motion for recommended menu and staffing changes.

Ground and Facilities Committee

- In conjunction with park or school management, Maintain and manage all playing surfaces (Indoor & Outdoor).
- Determine present and future facility needs, i.e. additional land or re-allocation of current facility.
- Propose best practices, i.e. use and maintenance schedule, fertilization, construction and placement of signage.